

15 DECEMBER 1998



Personnel

MILITARY LEAVE PROGRAM

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This publication addresses leave, passes, and permissive temporary duty (PTDY) for military members. It applies to active duty personnel, including United States Air Force Reserve (USAFR) on active duty. It also applies to Air National Guard (ANG) members serving on active duty in Guard or Reserve status under the provisions of Titles 10 or 32 United States Code (U.S.C.) for 30 or more consecutive days. It implements Air Force Policy Directive 36-30, *Military Entitlements*, and DoD Directive 1327.5, *Leave and Liberty*, September 24, 1985, with changes 1-4.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013 and Executive Order (E.O.) 9397. System of records notice F035 AF MP C, Military Personnel Records System, applies. See [Attachment 1](#) of this instruction for a glossary of references and supporting information. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*. Coordinate supplements with HQ Air Force Personnel Center (AFPC), Commanders' Programs Branch (DPSFC), 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This is a revision (reformatted) of AFI 36-3003, 1 March 1997. It restores information previously deleted during the conversion from AFRs 35-9 and 35-26 into AFI 36-3003. It clarifies recovery of days lost on 1 Oct through the Air Force Board for Correction of Military Records, paragraph [4.4.2.](#); it clarifies use of forms to document leave and PTDY, paragraph [4.9.](#); it provides for approving leave for enforcement of child support obligation, paragraph [4.11.1.](#); it clarifies recall from leave status, paragraph [4.11.3.](#); it clarifies charging leave for non-duty days when taking leave immediately before and immediately after the non-duty day(s), paragraph [6.1.7.](#); it clarifies TDY commander or PERSCO Team Chief approving emergency leave, paragraph [6.5.2.](#); it provides emergency leave travel situations, paragraph [6.5.11.](#); it clarifies when Friday or Monday is non-chargeable leave in conjunction with a holiday on a Thursday or Tuesday, paragraph [8.2.4.](#); clarifies PTDY for non-medical attendants, PTDY to attend language and area studies immersion, and

PTDY to participate in medical missions or charitable trips into foreign countries, [Table 7.](#); clarifies IPCOT and deferred COT, paragraphs [14.1.](#) and [14.2.](#); it clarifies SR&R or OTEIP, paragraph [14.7.](#); and clarifies the recruiter assistance program, paragraph [14.10.](#) The | preceding the title indicates a major revision from the previous edition.

This change incorporates interim change (IC) 98-1 which establishes a 10-day limitation for non-consecutive overseas tour (COT) leave en route (paragraph [14.3.](#)). See the last attachment of the publication, IC 98-1, for the complete IC. A star (*) indicates revision from the previous edition.

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Section A— Introduction

1. Introduction. This AFI is the authority for leave, liberty (regular pass), and permissive temporary duty (PTDY). It also is the authority unit commanders use to grant a 3- or 4-day special pass for special occasions and circumstances. Military Personnel Flights (MPF) use this AFI to administer guidance on military leave, permissive TDY, and pass programs.

2. Sections In This AFI:

- 2.1. Section A, Introduction.
- 2.2. Section B, General Information.
- 2.3. Section C, Types of Leave.
- 2.4. Section D, Passes (Regular and Special).
- 2.5. Section E, Special Leave Accrual (SLA).
- 2.6. Section F, Permissive TDY (PTDY).
- 2.7. Section G, Unique Leave Provisions.
- 2.8. Section H, Special Orders

Section B— General Information

3. Introduction. This section explains general information for managing the leave program. This section contains:

- 3.1. Military Leave Program, paragraph [4.1](#).
- 3.2. Leave Approval Authority, paragraph [4.2](#).
- 3.3. Leave Disapproval Authority, paragraph [4.3](#).
- 3.4. Leave Accrual, paragraph [4.4](#).
- 3.5. FY-End Leave Balancing, paragraph [4.5](#).
- 3.6. Payment of Accrued Leave, paragraph [4.6](#).
- 3.7. Disability Separation, paragraph [4.7](#).
- 3.8. Leave Outside the United States, paragraph [4.8](#).
- 3.9. Forms to Document Leave and PTDY, paragraph [4.9](#).
- 3.10. Holidays, paragraph [4.10](#).
- 3.11. Miscellaneous Information, paragraph [4.11](#).

4. Managing the Leave Program:

4.1. Military Leave Program:

4.1.1. Statutory Authority. The more common statutes are:

- 4.1.1.1. Title 10, U.S.C., section 701, entitlement and accumulation.
- 4.1.1.2. Title 10, U.S.C., section 704, use of leave on a calendar-day basis.
- 4.1.1.3. Title 10, U.S.C., section 705, special rest and recuperative (SR&R) leave for qualified enlisted members extending duty at designated locations overseas. SR&R and the overseas tour extension incentive program (OTEIP) are synonymous.
- 4.1.1.4. Title 10, U.S.C., section 706, leave required to be taken pending review of certain court-martial convictions.
- 4.1.1.5. Title 37, U.S.C., section 411b, travel and transportation allowances in connection with leave between consecutive overseas tours.
- 4.1.1.6. Title 37, U.S.C., section 411g, travel and transportation allowances incident to voluntary extensions of overseas tours of duty. This also referred to as OTEIP.
- 4.1.1.7. Title 37, U.S.C., section 501, payment for unused accrued leave not to exceed 60 days.

4.1.2. Annual Leave Program. Annual leave programs give members the opportunity to take leave within the constraints of operational requirements. Unit commanders establish these programs to encourage the use of leave for the maximum benefit of the member. Scheduling leave prevents loss of leave at fiscal year (FY)-end balancing, retirement, or separation from active duty. Both management and members share responsibility in managing leave balances throughout the

FY. **NOTE:** The entitlement to leave is a right; however, unit commanders can deny leave due to military necessity or when in the best interests of the Air Force.

4.1.3. Safe Travel Guidelines. Members on leave or on other non-duty status should use Operational Risk Management (ORM) principles to assess all hazards and control risks prior to excessive or hazardous travel, especially by automobile. Applicable guidelines are in AFI 91-213, *Operational Risk Management*. A comprehensive ORM assessment may conclude that fatigue or road conditions are high risks requiring a change to travel plans.

4.1.4. Use of Leave. The use of leave is essential to the morale and motivation of members and for maintaining maximum effectiveness. Lengthy respites from the work environment tend to have a beneficial effect on an individual's psychological and physical status. Weekend absences (regular pass) or short periods of leave do not normally afford a similar degree of relief. In providing the leave entitlement, Congress intended for members to use their leave as accruing. Congress provides for payment of accrued leave when members are unable to use their leave because of military necessity. However, Congress did not intend for members to accrue large leave balances expressly for payment of accrued leave. Give members the opportunity to take at least one leave period of 14 consecutive days or more every FY and encourage them to use the 30 days accrued each FY. Encourage members to use leave, military requirements permitting, and consider the desires of the member:

4.1.4.1. With a permanent change of station (PCS).

4.1.4.2. After periods of arduous duty and protracted periods of deployment.

4.1.4.3. When reenlisting.

4.1.4.4. During the traditional national holiday periods.

4.1.4.5. To attend to family emergencies or personal situations caused by floods, hurricanes, and similar disasters.

4.1.4.6. For attendance at spiritual events or for other religious observances.

4.1.4.7. During the period before processing incident to release from active duty.

4.1.4.8. As terminal leave with retirement or separation from active duty.

4.1.4.9. In conjunction with Operation Bootstrap when it would enable a person to complete an education program.

4.1.5. Unit Commander's Responsibilities. Unit commanders:

4.1.5.1. Establish annual leave programs to give members opportunity to use leave.

4.1.5.2. Enforce Air Force and command-approved leave guidelines.

4.1.5.3. Document all leaves and establish an audit trail for money spent in conjunction with emergency leave.

4.1.5.4. Make sure commander's support staff personnel keep prompt and accurate records of leave.

4.1.5.5. Make sure members who refuse to take leave understand their obligation to comply with unit leave programs and that refusal to take leave may result in the loss of earned leave at a later date.

- 4.1.5.6. Instruct members to schedule leave within operational requirements.
 - 4.1.5.7. Encourage members to take one leave of at least 14 continuous days every FY and to use leave accrued each FY.
 - 4.1.5.8. Inform members that there may be instances of leave disapproval or cancellation due to military necessity.
 - 4.1.5.9. Ensure members schedule leave annually at the beginning of the FY and update their leave schedule periodically.
 - 4.1.5.10. Tell members to follow their leave schedule in order to have an effective unit leave program.
 - 4.1.5.11. Advise members who schedule “use or lose” leave in Aug or Sep that they risk losing leave on 1 Oct if military requirements or personal circumstances prevent them from taking leave at that particular time.
 - 4.1.5.12. Seek, if necessary, American Red Cross (ARC) verification when members request emergency leave.
 - 4.1.5.13. Charge leave for leave periods such as those taken by members waiting for family members’ passports or visas or for the outcome of humanitarian reassignment requests.
 - 4.1.5.14. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period.
 - 4.1.5.15. Make sure members taking ordinary vice terminal leave return 15 days before their scheduled separation or retirement to prevent pay problems.
 - 4.1.5.16. Charge members leave for time spent house hunting in conjunction with a permissive reassignment.
 - 4.1.5.17. Provide an opportunity to use leave to Air Force Reserve and Air National Guard members serving man-day tours longer than 30 consecutive days under AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*. AFI 36-2619 authorizes use of accrued leave. See AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, for Reserve Personnel Appropriations (RPA) tours over 30 days.
 - 4.1.5.18. Normally do not grant leave to members undergoing treatment for an infectious or contagious disease. **EXCEPTION:** Unit commander may grant leave if the attending physician provides written verification that the member does not pose a threat to the public health.
 - 4.1.5.19. Do not grant leave for the purpose of serving sentences to civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status. **COMMENT:** Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls member to duty, terminate leave status as of the recall date and change the member’s status to “absent in the hands of civil authorities.”
- 4.2. Leave Approval Authority. While unit commanders have final approval authority, they may delegate approval authority according to the organization’s needs. They may delegate it normally to a level no lower than squadron section commander, deputies, or equivalent (for headquarters staff, no lower than assistant functional deputy directors or equivalents). Other approval levels:

4.2.1. Annual Leave. At unit level and headquarters' staff, commanders delegate ordinary leave approval to no lower than the first-line supervisor.

4.2.2. Advance Leave. Technical school and basic military training commanders may delegate to no lower than the first sergeants.

4.2.3. Emergency Leave. Commanders may delegate to unit first sergeant for enlisted members. When delegated approval authority, first sergeants can approve advance or excess leave for emergency leave purposes.

4.2.4. Convalescent Leave:

4.2.4.1. Unit commanders normally approve convalescent leave based on the written recommendation of the military physician most familiar with the member's condition.

4.2.4.2. An Air Force medical treatment facility commander approves convalescent leave for members who will be returning to inpatient status.

4.2.4.3. The commander of an Army or Navy medical facility, or a Director of a Veterans' Administration hospital, approves convalescent leave for members who will be returning to inpatient status.

4.2.5. Terminal Leave. Wing commander or equivalent is the approval authority for combination of terminal leave and PTDY of 91 to 120 days for exceptional circumstances. He or she may delegate approval authority to group commanders or equivalents in grade of colonel only.

4.2.6. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff or Assistant Vice Chief of Staff. These commanders approve their own leave. They send their leave notification via e-mail, message, or datafax at least 7 days in advance to HQ USAF/CVA. Include in the leave notification:

4.2.6.1. Effective date of leave.

4.2.6.2. Duration.

4.2.6.3. Leave address.

4.2.6.4. Name of acting commander.

NOTE:

HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leave.

4.2.7. Temporary Duty (TDY) Commanders. TDY commanders:

4.2.7.1. Notify parent organizations via e-mail, message or datafax of leave requests.

4.2.7.2. Approve leaves with which the parent organizations agree.

4.2.7.3. Send e-mail, messages, or datafax memorandums when necessary.

NOTE:

Paragraphs 4.2.7.1. through 4.2.7.3. apply to Personnel Support for Contingency Operations (PERSCO) Team Chiefs at deployed locations.

4.2.7.4. Charge leave to members attending Air Education and Training Command (AETC) formal schools that close for the Christmas and New Year's Day holidays. Do not charge them leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, entitlement to allowances prescribed in Joint Federal Travel Regulations, volume 1 (JFTR), paragraph U4130, may apply. See AFR 177-103, *Travel Transactions at Base Level*, chapter 4.

4.3. Leave Disapproval Authority. The entitlement to leave is a right; however, unit commanders can disapprove leave requests due to military necessity or in the best interests of the Air Force.

4.4. Leave Accrual. Title 10, U.S.C., section 701, governs leave accrual and accumulation.

4.4.1. Accrual. Members accrue 2.5 days leave for each month of active duty. See **Figure 1.** and **Figure 2.** below.

4.4.2. Accumulation. Members who are unable to use leave due to military necessity may accumulate a maximum of 60 days by the end of an FY. See Section E for special leave accrual (SLA) provisions. Members not eligible for SLA can request recovery of days lost on 1 Oct by submitting DD Form 149, **Application for Correction of Military Records Under the Provisions of Title 10, U.S. Code Section 1552.** See AFI 36-2603, *Air Force Board for Correction of Military Records*. Member's application must establish that an error or injustice by the Air Force caused the member's lost leave or that military necessity precluded taking leave before 1 Oct.

4.4.3. Non-Accrual. Members do not accrue leave in the following circumstances:

4.4.3.1. Absence without leave.

4.4.3.2. Unauthorized leave.

4.4.3.3. Confinement as a result of a sentence of a court-martial.

4.4.3.4. Excess leave.

4.4.3.5. Appellate leave under Title 10, U.S.C., section 876a.

Figure 1. FY Leave Accrual.

Day of month entered active duty												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1-6	30	27 1/2	25	22 1/2	20	17 1/2	15	12 1/2	10	7 1/2	5	2 1/2
7-12	29 1/2	27	24 1/2	22	19 1/2	17	14 1/2	12	9 1/2	7	4 1/2	2

Day of month entered active duty												
13-18	29	26 1/2	24	21 1/2	19	16 1/2	14	11 1/2	9	6 1/2	4	1 1/2
19-24	28 1/2	26	23 1/2	21	18 1/2	16	13 1/2	11	8 1/2	6	3 1/2	1
25-31	28	25 1/2	23	20 1/2	18	15 1/2	13	10 1/2	8	5 1/2	3	1/2

Figure 2. Leave Accrual to Separation Date.

Day of month of separation												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1-6	1/2	3	5 1/2	8	10 1/2	13	15 1/2	18	20 1/2	23	25 1/2	28
7-12	1	3 1/2	6	8 1/2	11	13 1/2	16	18 1/2	21	23 1/2	26	28 1/2
13-18	1 1/2	4	6 1/2	9	11 1/2	14	16 1/2	19	21 1/2	24	26 1/2	29
19-24	2	4 1/2	7	9 1/2	12	14 1/2	17	19 1/2	22	24 1/2	27	29 1/2
25-31	2 1/2	5	7 1/2	10	12 1/2	15	17 1/2	20	22 1/2	25	27 1/2	30

4.5. FY-End Leave Balancing. Members may not carry leave in excess of 60 days into the next FY. At the end of the FY they lose leave in excess of 60 days unless eligible for SLA. The Defense Joint Military Pay System (DJMS) drops accrued leave in excess of 60 days at FY-end leave balancing unless automatic carry over of SLA applies. See Section E, Special Leave Accrual.

4.6. Payment for Accrued Leave. Title 37, U.S.C., Section 501, is the authority for payment of accrued leave upon reenlistment, retirement, separation under honorable conditions, or death. It limits payment of accrued leave to 60 days in a military career effective 10 Feb 76. A military career includes former service in enlisted or officer status. Cumulative payment for accrued leave as an enlisted member, officer, or both cannot exceed 60 days. DoD 7000.14.R, volume 7A, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, Jul 96, states when members carry leave forward or receive payment for accrued leave when separating with or without immediate reentry on active duty. See your financial services office for detailed information on payment of accrued leave.

4.7. Disability Separation:

4.7.1. DoD Guidelines. DoD processing requirements require members to receive payment for up to 60 days accrued leave and affords them time to take any accrued leave in excess of this 60-day limit.

4.7.2. Determining Retirement or Separation Date. HQ AFPC/DPPD (Physical Disability Division) determines a member's separation date, taking into account:

4.7.2.1. Leave balance and leave accruing in excess of the 60-day accrued leave payment limitation for members entitled to payment for up to 60 days of accrued leave.

4.7.2.2. Accrued leave and leave accruing to the date of separation for members previously paid for 60 days.

4.7.2.3. PTDY authorized.

4.7.2.4. Processing time. Members may take accrued leave instead of processing time.

EXAMPLE: A member previously paid for 40 days of accrued leave and has a leave balance of 70 days. In this case, the member receives payment for 20 days and can take leave for the remaining 50 days plus leave accruing to date of separation. If member is receiving payment for accrued leave for the first time, he or she receives payment for 60 days. The member then can take leave for the remaining 10 days plus leave accruing to date of separation. The established date of separation remains firm and members forfeit accrued leave if unable to take leave due to extenuating circumstances (for example, hospitalization or convalescent leave).

NOTE:

Paragraph 4.7.2. does not apply to members separating or retiring because of imminent death.

4.7.3. Leave Awaiting Orders. Charge leave as accrued and accruing when the commander sends a member home or to another location in a PCS status to await orders for disability separation. Charge any remaining time as an authorized absence after the member uses all accrued leave.

4.8. Leave Outside the United States:

4.8.1. Authority to Grant Leave Outside the United States. Unit commanders may authorize members to take leave in areas outside the continental United States, Alaska, Hawaii, or United States possessions. If leave is in conjunction with PCS or TDY, include on the PCS or TDY order:

4.8.1.1. The area or country of final destination and each country the member will be visiting.

4.8.1.2. A leave address through which the unit may contact the member.

COMMENTS: Members taking leave overseas en route to their overseas assignment must sign a statement agreeing to the fact they cannot report earlier than their report not later date (RNLTD) month. Include in the PCS orders: "In connection with member's leave overseas en route to the overseas assignment, member has agreed to the fact that reporting to the new assignment may not be earlier than the RNLTD month."

4.8.2. Ordinary Leave When Not Assigned Overseas. Include on the AF Form 988, **Leave Request/Authorization:**

4.8.2.1. The area or country of final destination and each country the member will be visiting.

4.8.2.2. A leave address through which the unit may contact the member.

4.8.3. Ordinary Leave When Assigned Overseas. Follow overseas host MAJCOM procedures for processing and approving leave. Include on the AF Form 988:

4.8.3.1. The area or country of final destination and each country the member will be visiting.

4.8.3.2. A leave address through which the unit may contact the member.

4.8.4. Special Instructions For All Members Taking Leave in Overseas Area:

4.8.4.1. Instruct members to comply with foreign government procedures as required by AFI 24-405, *Department of Defense Foreign Clearance Guide*, to include the *DoD Travel Security Advisory*. Ensure they also comply with security procedures prescribed for visits to communist or communist-controlled countries. The passport/visa section in the MPF maintains a copy of the guide and advisory.

4.8.4.2. When the purpose of the visit is marriage to a foreign national, the requirements of existing marriage instructions of the Air Force commander in the area where the marriage will take place apply. The approving commander ensures that the member can meet these requirements during the leave period.

4.9. Forms to Document Leave and PTDY:

4.9.1. Normally use the AF Form 988 for all types of leave and PTDY. DFAS-DEM 177-373, volume II, chapter 7, *Unit Leave Procedures* (recently redesignated DFAS-DEM 7073.2), contains leave processing procedures using the AF Form 988.

4.9.1.1. Use the AF Form 972, **Request and Authorization for Emergency Leave**, for members authorized funded emergency leave travel. See paragraph 6.5., Emergency Leave, of this AFI. DFAS-DER 7010-3 (formerly AFR 177-103), *Travel Transactions at Base Level*, requires the AF Form 972 to document authorized emergency leave travel.

4.9.1.2. Use DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, for participants or trainees authorized space-required travel with PTDY for sports or recreation or talent events. See Table 7., Rules 33 and 34, of this AFI.

4.9.1.3. Use DD Form 1610 for deferred consecutive overseas tour (COT) leave or in-place COT (IPCOT) leave. See paragraph 14.4., Scheduling IPCOT and Deferred COT Leave, of this AFI.

4.9.1.4. Use DD Form 1610 for 15-day SR&R leave under the OTEIP. See paragraph 14.7., SR&R or OTEIP, of this AFI.

4.9.2. Place the authorization for PTDY for house hunting in conjunction with reassignment on the PCS orders when:

4.9.2.1. Members reassigned with TDY en route or

4.9.2.2. Members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour.

NOTE:

If commander approves PTDY, the MPF includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting."

4.9.3. When members take leave en route, authorized PTDY, or both, with PCS or TDY travel, the financial services office (FSO) uses the travel voucher to determine authorized travel, authorized PTDY, and chargeable leave.

4.9.4. Local Instructions to AF Form 988. Unit commanders send requests to add local instructions to the AF Form 988 to HQ USAF Compensation Policy Branch (DPRCC), 1040 Air Force Pentagon, Washington DC 20330-1040.

4.10. Holidays. Public holidays established by Federal statute are non-working days, military operations permitting. When a holiday falls on a Saturday, the non-working day is the preceding Friday. When a holiday falls on a Sunday, the non-working day is the following Monday. Holidays are chargeable leave days if they occur during an authorized period of leave. If departure on a period of leave is on a holiday, the holiday is not a day of leave. If return from an authorized period of leave is on a holiday, the holiday is a day of leave. Commanders may be as liberal as training, mission, and local conditions permit in authorizing leave during the Christmas and New Year's Day period.

4.10.1. New Year's Day, 1 January.

4.10.2. Martin Luther King's Birthday, the third Monday in January.

4.10.3. Washington's Birthday, the third Monday in February.

4.10.4. Memorial Day, the last Monday in May.

4.10.5. Independence Day, 4 July.

4.10.6. Labor Day, the first Monday in September.

4.10.7. Columbus Day, the second Monday in October.

4.10.8. Veterans Day, 11 November.

4.10.9. Thanksgiving Day, the fourth Thursday in November.

4.10.10. Christmas Day, 25 December.

4.10.11. Other holidays as directed by proper authority under the law.

4.11. Miscellaneous Information:

4.11.1. Leave for Enforcement of Child Support Obligation. Unit commanders approve leave requested to attend hearings to determine paternity or to determine an obligation to provide child support. Unit commanders may disapprove such leave requests if the member is serving in or with a unit deployed in a contingency operation or exigencies of the military service require a denial of such request.

4.11.2. TDY From Leave Status. A member ordered TDY while on leave reverts to duty status as of the TDY effective date. Annotate the TDY orders to show whether the member is reverting to leave status originally authorized or will be returning to his or her duty station upon completing the TDY.

4.11.3. Recall From Leave. Unit commanders may recall members from leave for military necessity or in the best interest of the Air Force. When recalling a member, do not charge the period of absence as leave when the period between departure on leave and the member's receipt of recall is 3 days or less. Consider the remaining time of absence as travel time, unless the unit commander determines it is clearly excessive to the circumstances. If determined excessive, charge the entire period of absence as leave.

4.11.3.1. Refer to the JFTR, paragraph U7220, to determine whether travel and transportation allowances apply. If so, member reverts to duty status the day travel to the permanent or TDY station begins. Annotate travel orders to show the date the member reverts to duty status. Use the travel orders to cancel the remaining portion of leave.

4.11.3.2. If the unit commander authorizes the member to resume leave after the member completes the duty that resulted in recall, prepare a new AF Form 988. If authorized travel, publish orders to return the member to the location where he or she received recall notification.

4.11.4. Absence Over Leave:

4.11.4.1. See DoD 7000.14-R, volume 7A , to determine whether an absence was unavoidable.

4.11.4.2. Charge leave for an absence in excess of authorized leave or pass if the unit commander later determines to be unavoidable; otherwise, consider it absence without leave.

4.11.4.3. Do not charge leave for an absence in excess of authorized leave caused by mental incapacity, detention by civil authorities, and early departure of a mobile unit due to operational commitments. This applies whether the absence is avoidable or excused as unavoidable, regardless of duration.

4.11.4.4. Charge leave for other unauthorized absences that the unit commander determines to have been avoidable.

4.11.5. Unable To Return From Leave Because of Illness or Injury. When a member is unable to return to duty from leave because of illness or injury:

4.11.5.1. The member must advise the leave approving authority by the quickest means.

4.11.5.2. The next of kin, attending physician, nearest military medical treatment facility (MTF), or ARC may act on the member's behalf when incapacitated to such a degree that notification by the member is not possible.

4.11.5.3. Upon return from leave, the member presents a statement from the nearest MTF or the attending physician regarding the individual's medical condition. The unit commander evaluates the statement before authenticating the leave document.

4.11.5.4. The unit commander may consult with the local medical treatment facility for clarification or recommendation.

4.11.5.5. Unit commander issues amended leave authorization, if required.

4.11.6. Medical, Dental, Hospitalized or Placed on Quarters.

4.11.6.1. Medical or Dental Care. When a member on leave requires medical or dental care, he or she reports to the nearest military medical treatment facility. If treated at civilian facili-

ties, governing directives authorize medical or dental treatment from civilian sources at government expense only for emergency and immediate non-emergency care.

4.11.6.2. Hospitalized or Placed on Quarters. If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. Chargeable leave ends the day before and starts again the day following hospitalization or quarters status, regardless of the hour of admission or discharge or release from quarters.

4.11.6.3. If a military health care provider places the member on quarters, the member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander. The nearest military health care provider approves civilian health care provider's placement of members on quarters. If the member desires to revert to leave status after release from quarters:

4.11.6.4. On return to duty, the member provides the leave approving authority with a statement from the attending physician or military treatment facility that certifies the period of confinement and date of release. This statement is usually the admission and disposition list of the medical treatment facility.

4.11.6.5. The above provisions apply to a member hospitalized or placed on quarters while on emergency leave in CONUS or overseas. After termination of hospitalization or quarters status, the member contacts the traffic management office (TMO) at the nearest Air Force installation for assistance with return transportation, if required.

4.11.7. Medical Care at Personal Expense. When a member elects civilian medical care at personal expense:

4.11.7.1. The member takes ordinary leave to cover any period of time lost from duty. This includes the period of convalescence, as well as time actually spent as an inpatient in a civilian hospital. This applies when an Air Force physician determines the medical procedure is elective on the part of the member. **EXAMPLE:** Leave for cosmetic surgery that the MTF declined to perform or when the member did not receive MTF consultation.

4.11.7.2. Do not charge the period of time lost to duty due to inpatient status as leave when an Air Force physician determines a medical procedure is necessary. Following the medical procedure, unit commander may grant convalescent leave based upon the recommendation of an Air Force physician. For members electing childbirth from civilian sources, see paragraph [6.4](#) regarding convalescent leave.

4.11.7.3. The member becomes an Air Force patient if he or she experiences complications and seeks treatment at an Air Force medical facility. In this instance, the unit commander may grant convalescent leave in accordance with usual procedures for Air Force patients.

4.11.8. Civil Confinement. Unit commanders do not authorize leave for the purpose of serving sentences to civil confinement because civil confinement, including probated sentences thereto, is inconsistent with military status.

COMMENTS: Members confined by civil authorities while on approved leave may continue on leave until the original leave termination date, unless recalled from leave status to duty. If unit commander recalls members to duty, commanders terminate leave status as of the recall date and change the members' status to "absent in the hands of civil authorities."

4.11.9. Absent Without Leave (AWOL). The MPF and HQ AFPC/DPWCS (Casualty Services Branch) change members' leave status to AWOL when members fail to return to duty at the end of their leave period.

4.11.10. Proceed Time. MPFs administer proceed time in accordance with AFI 36-2102, *Preparation of Personnel Selected for Relocation--Base Level Procedures*. The FSO computes leave for authorized absences in excess of allowed proceed time.

4.11.11. Travel Time With En Route Leave. The time allowed for PCS or TDY travel is not chargeable leave when members take en route leave. The FSO charges leave for any authorized absence in excess of allowable travel time and proceed time, if applicable.

4.11.12. Permissive Reassignment. Charge leave for travel time, delay en route, and time spent for house hunting in conjunction with permissive reassignment.

4.11.13. Missing Port Call. Aerial port passenger section personnel notify the servicing MPF and HQ AFPC/DPWCS 72 hours after members miss a port call.

4.11.14. Retiree Continued on Active Duty. Retirees who continue on active duty without a break in service qualify to carry over their leave balance into the period of continued active duty.

Section C— Types of Leave

5. Introduction. This section describes the types of leave authorized under DoD Directive 1327.5, *Leave and Liberty*, to help unit commanders manage their leave programs. This section contains:

- 5.1. Annual Leave, paragraph **6.1**.
- 5.2. **Table 1**, Determining Duty or Leave Status, paragraph **6.2**.
- 5.3. Advance Leave, paragraph **6.3**.
- 5.4. Convalescent Leave, paragraph **6.4**.
- 5.5. **Table 2**, Convalescent Leave Requests, paragraph **6.4.2**.
- 5.6. Emergency Leave, paragraph **6.5**.
- 5.7. **Table 3**, Emergency Leave Requests, paragraph **6.5.10**.
- 5.8. **Table 4**, Emergency Leave Situations, paragraph **6.5.11**.
- 5.9. **Table 5**, Instructions for Preparing AF Form 972, paragraph **6.5.12**.
- 5.10. En Route Leave, paragraph **6.6**.
- 5.11. Terminal Leave, paragraph **6.7**.
- 5.12. Excess Leave, paragraph **6.8**.
- 5.13. **Table 6**, Excess Leave Requests, paragraph **6.8.5**.
- 5.14. Environmental and Morale Leave, paragraph **6.9**.

NOTE:

DFAS-DEM 177-373, volume II, chapter 7, Unit Leave Procedure (recently redesignated DFAS-DEM 7073.2), describes the responsibilities of the commander, the supervisor leave approval authority, and the unit. It also contains procedures for the use of AF Form 988 and for requesting leave. It explains commencement of leave, termination of leave, and failure to return from leave. It also explains processing other leave requests other than ordinary leave.

6. Authorized Leave:

6.1. Annual Leave. Another name for annual leave is “ordinary” leave. Normally, members request leave, as accruing, within mission requirements and other exigencies. Member’s failure to use leave, as accruing, can result in loss of accrued leave at FY-end leave balancing or upon retirement or separation from active duty.

6.1.1. Use of Annual Leave. Members use annual leave:

6.1.1.1. For vacation or short periods of rest from duty.

6.1.1.2. To attend to parental family needs such as illnesses or adoption purposes.

6.1.1.3. With a PCS or after periods of arduous duty and protracted periods of deployment from the home station.

6.1.1.4. During traditional national holiday periods.

6.1.1.5. To attend to family emergencies or personal situations caused by natural disasters such as floods and hurricanes.

6.1.1.6. For attendance at spiritual events or for other religious observances.

6.1.1.7. During the pre-processing period incident to release from active duty.

6.1.1.8. As terminal leave with retirement or separation from active duty.

NOTE:

Members separating under “for cause” provisions and other separatees separating at the earliest possible date cannot take terminal leave. They either receive payment for unused accrued leave or forfeit the accrued days if they receive a discharge under other than honorable conditions.

6.1.2. Unit Approval Level. Unit commanders are the approval authority for annual leave requests and normally delegate approval to a level no lower than the first-line supervisor.

6.1.2.1. For headquarters’ staff, commanders delegate leave approval to no lower than assistant functional deputy directors or equivalent.

6.1.2.2. Unit commanders can disapprove leave requests for military necessity or in the best interest of the Air Force.

6.1.3. TDY commanders. TDY commanders:

6.1.3.1. Notify parent organizations of leave requests.

6.1.3.2. Approve leaves with which the parent organizations agree.

6.1.3.3. Send e-mail, messages, or datafax memorandums when necessary.

NOTE:

Paragraphs 6.1.3.1. through 6.1.3.3. apply to PERSCO Team Chiefs at deployed locations.

6.1.3.4. Charge leave to members attending AETC formal schools that close for the Christmas and New Year's Day holidays. Do not charge them leave if they perform authorized duty at the TDY site or report for approved duty to their home station during holiday periods. When their permanent duty station commanders concur, members may return to the home station to perform duty. If so, entitlement to allowances prescribed in JFTR, paragraph U4130, may apply. See AFR 177-103, *Travel Transactions at Base Level*, chapter 4.

6.1.4. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff or Assistance Vice Chief of Staff. These commanders approve their own leave. Send leave notification by e-mail, message, or datafax at least 7 days in advance to HQ USAF/CVA. Include in the leave notification:

6.1.4.1. Effective date of leave.

6.1.4.2. Duration.

6.1.4.3. Leave address.

6.1.4.4. Name of acting commander.

NOTE:

HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

6.1.5. Leave in Conjunction With TDY. Unit commanders:

6.1.5.1. Determine TDY is clearly essential to the mission.

6.1.5.2. Make certain members do not take, schedule, plan, or arrange, in fact or appearance, TDY to serve leave desires of the member.

6.1.5.3. Authorize leave when operationally feasible.

6.1.5.4. Ensure the government incurs no additional cost incident to leave.

NOTE:

Members may not use non-duty days to extend the TDY or leave period.

6.1.6. Leave Extensions:

6.1.6.1. The member must ask, orally or in writing, for the extension sufficiently in advance of expiration of leave authorized to permit return to duty at the proper time if the approval authority disapproves the extension.

6.1.6.2. Members who fall ill or need hospitalization while on leave must advise the leave-approving authority as soon as possible.

6.1.6.3. The next of kin, attending physician, nearest MTF, or ARC may act on a member's

behalf.

6.1.7. Leave Begins and Ends in the Local Area. The local area is the place where the member lives and from which he or she commutes to the duty station. Charge leave for duty days and non-duty days (for example, Friday through Monday) when members take leave on the day before and the day after non-duty days. This applies to leave taken in the local area. **EXCEPTION:** When a member's leave ends on a day before a non-duty day, the commander may authorize leave on the next duty day for an emergency situation and not charge leave for the non-duty days. If the member knew of the emergency situation before his or her departure on the original leave, charge the member leave for the weekend or other non-duty days.

6.1.7.1. Normally, leave begins on the effective date reflected on the AF Form 988. If the leave start date changes, make the change to the leave status date and leave start date on the leave form. The member and leave approval authority initial the changes before the member departs on leave.

6.1.7.2. Normally, leave ends on the effective date reflected on the AF Form 988. Change the last day of leave on Part III of the leave form if the leave approval authority approves an extension or if the member returns early. **NOTE:** Do not charge leave if a member is unable to return from leave due to weather conditions such as airport closed due to snowstorm. However, require member to provide documents justifying authorized absence from the date leave would normally end through date of return.

6.1.8. Leave Overlaps Two FYs. When a member's leave period overlaps two FYs, the DJMS reduces the member's leave account in the FY in which the member takes the leave. **EXAMPLE:** The DJMS charges 5 days to the previous FY and 5 days to the next FY when a member takes 10 days leave, 26 Sep - 5 Oct.

6.1.9. FSO. The FSO computes leave for authorized absences in excess of allowed travel time, PTDY, and proceed time, if applicable. Members can ask the FSO to verify regular and SLA leave balances to determine "use or lose" leave status. "Use or lose" leave means leave days members lose if not used before 1 Oct.

6.1.10. Leave or Duty Status. Determine leave based on actual date that members start leave and actual date of return from leave according to [Table 1](#). below. Charge leave for non-duty days, including holidays, if the non-duty days fall between leave days. This applies to members who take leave in, or away from, the local area. **EXCEPTION:** Commanders may authorize leave on Monday without charging leave for Saturday and Sunday if an emergency situation requires a member to take unplanned leave and the member is in the local area. This applies when members take leave on Friday.

Table 1. Determining Duty or Chargeable Leave.

R	A	B	C	D	E
U	If member is	and performed the majority of scheduled duty (over 50 percent)		or on a non-duty day	then the member is on
L		Yes	No		
E					
1	starting leave or signing up for space-available travel	X			duty.
2			X		leave.
3				X	duty.
4	returning	X			duty.
5			X		leave.
6				X	leave.

COMMENTS: Leave status is not necessarily chargeable leave. For example, a member is on leave status after working at least 50% of the duty day, and the following day is the first day of chargeable leave. However, a member cannot sign up for space-available transportation before the first day and time of leave status.

6.2. Examples. The following examples use a normal work schedule of Monday through Friday, 0730 to 1630. (For members on shift work or alternate work schedules, arrange equivalent schedules though the days of the week vary.)

6.2.1. Example 1. If the member starts leave or signs up for space-available transportation on Tuesday:

6.2.1.1. Tuesday is a duty day and Wednesday is the first day of leave when the leave approving authority determines that the member performed the majority (over 50%) of scheduled duty on Tuesday.

6.2.1.2. Tuesday is the first day of leave if the leave approval authority determines that the member performed less than 50% of scheduled duty on Tuesday.

6.2.2. Example 2. Saturday is a day of duty and Sunday is the first day of leave, if the member, regardless of the hour, starts leave or signs for space-available transportation on Saturday.

6.2.3. Example 3. Sunday is a day of duty and Monday is the first day of leave, if the member, regardless of the hour, starts leave or signs up for space-available transportation on Sunday.

6.2.4. Example 4. Friday is a day of duty and Thursday is the last day of leave if the leave approving authority determines the member performed the majority (over 50%) of scheduled duty on Friday.

6.2.5. Example 5. If the member returns from leave on Saturday, regardless of the hour, Saturday is a day of leave. This also applies if the member returns from leave on Sunday or a holiday.

6.3. Advance Leave. Advance leave is leave granted based on a reasonable expectation that a member will accrue leave during the remaining period of active military service.

6.3.1. Purpose of Advance Leave. The purpose of advance leave is to enable members to resolve emergencies or urgent personal situations when they have limited or no accrued leave. Members may not depart on leave before the unit commander approves the advance leave. Unit commanders may approve requests for members:

6.3.1.1. Requesting up to 30 days of advance leave and includes leave requests which, if approved, result in a negative leave balance of 30 or less days.

6.3.1.2. Requesting up to 30 days of advance leave in connection with travel, either PCS or TDY, including a consecutive overseas tour (COT). This includes leave requests which, if approved, result in a negative leave balance of 30 or less days.

6.3.1.3. Completing technical training and requesting up to 10 days advance leave if the first duty station is in CONUS or up to 14 days if outside CONUS.

NOTE:

Unit commanders normally approve the lesser of 30 days or the amount of leave the member will earn during the remaining period of active military service.

6.3.2. Delegating Approval. Unit commander can delegate approval to a level no lower than squadron section commander, deputies, or equivalents. For emergency leave situations, first sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.

6.3.2.1. At headquarters' staff, commander can delegate approval to no lower than assistant functional deputy directors or equivalents.

6.3.2.2. AETC training commanders delegate approval authority to no lower than first sergeants for enlisted members.

6.3.3. 30 Days or More of Advance Leave. HQ AFPC/DPSFC is the approval authority. Send requests for advance leave when members have already taken up to 30 cumulative days of advance leave to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 through the MAJCOM. Include:

6.3.3.1. Justification and recommendation for the leave requested.

6.3.3.2. When the requested leave begins and ends.

6.3.3.3. The number of advance leave days initially approved, if any.

6.3.3.4. The member's leave balance at the beginning of the initial advance leave approval.

6.3.3.5. The number of days accruing to the expiration of term of service.

6.3.3.6. The number of additional advance days requested.

NOTE:

For immediate emergencies or urgent personal situations, HQ AFPC/DPSFC gives telephonic approval when members have already taken up to 30 cumulative days of advance leave. DSN 487-5204 or com-

mercial (210) 652-5204. First sergeants ensure commander's support staff personnel complete the AF Form 988 and follow up with a message, e-mail, or datafax (DSN 487-5982) within 48 hours, with the information in 6.3.3.1 through 6.3.3.6.

6.3.4. MAJCOM. MAJCOM submits their recommendation on advance leave requests when members have already taken 30 cumulative days of advance leave.

6.3.5. Personnel Support for Contingency Operations (PERSCO) Team. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC/DPSFC (datafax DSN 487-5982) and notifies the unit of assignment of the final decision.

6.3.6. Advance Leave Becomes Excess Leave. When a member has taken all the advance leave that he or she will be accruing during the remaining period of active service, unit commanders change member's leave status from advance to excess leave. Members carry forward advance leave to a new period of service if an enlisted member separates and immediately reenlists 3 or more months before expiration of the term of service.

6.3.7. Advance Leave Not Authorized. Unit commanders may not approve advance leave:

6.3.7.1. For members pending administrative or punitive actions requiring their separation at the earliest possible date.

6.3.7.2. In conjunction with excess leave authorized for members awaiting punitive, administrative, or disability discharge.

6.3.8. Advance Leave and Excess Leave. When authorizing excess leave in conjunction with advance leave, advance leave does not accrue during the period of excess leave involved. **EXAMPLE:** A member with ETS 15 Mar 98 requests 30 days leave effective 1 Oct 97. The member has 2 days accrued leave through 30 Sep 97. The member would normally accrue 14 days during the period 1 Oct 97 - 15 Mar 98. Therefore, the member would have a total of 16 days accrued and tentative advance leave through ETS. The tentative excess leave period is 14 days (30 days requested leave minus 16 days accrued and tentative leave). The member will not accrue 1.5 days during the tentative excess leave period. Therefore, reduce the 14 days leave that would normally accrue by 1.5 days that will not accrue during the excess leave period (see [Figure 3](#), below). This results in advance leave of 12.5 days. In this example, the authorized leave is 2 days accrued leave, 12.5 days advance leave, and 15.5 days excess leave.

6.3.9. Indebtedness. The financial services office stops or collects, if applicable, all pay and allowances paid after member's leave status changes from advance to excess leave. There is an additional collection of one half-day for each 6-day increment of excess leave (see [Figure 3](#), below). **NOTE:** See DFAS-DEM 177-373, volume II, chapter 7, (recently redesignated DFAS-DEM 7073.2).

Figure 3. Non-accrual Days.

For Excess Leave Period	Subtract this Amount of Leave
1/2-6 days	1/2 day
6 1/2-12 days	1 day

For Excess Leave Period	Subtract this Amount of Leave
12 1/2-18 days	1 1/2 days
18 1/2-24 days	2 days
24 1/2-31 days	2 1/2 days
Over 31 days	Compute in 30 day increments

6.4. Convalescent Leave. Convalescent leave is an authorized absence normally for the minimal time essential to meet the medical needs for recuperation. It is not chargeable leave. The Air Force Surgeon General oversees the convalescent leave program.

6.4.1. Convalescent Leave Approval. Commander (or acting commander) normally approves convalescent leave up to 30 days based on the recommendations by either the MTF authority or the attending physician most familiar with the member's medical condition. Commander will not approve more than 30 days initial convalescent leave. Extending convalescent leave beyond 30 days requires additional medical review and consent. **EXCEPTION:** Convalescent leave due to pregnancy or childbirth.

6.4.1.1. Absence from duty because of pregnancy and childbirth. During pregnancy, members will continue to perform normal duties as long as they are medically fit to do so. When it is necessary for the member's or fetus' health and safety, convalescent leave is appropriate as long as it is medically required. For childbirth, postpartum convalescent leave following normal pregnancy is 42 days to allow time for the mother to recover physically and for the infant's immune system to develop sufficiently to permit placement in a child care facility. Convalescent leave begins the day of discharge from the medical treatment facility and continues through the day before the member's return to duty. Medical authorities determine whether the mother's medical condition warrants convalescent leave beyond 42 days.

6.4.2. Convalescent Leave Requests. Commander will not approve more than 30 days initial convalescent leave. Extending convalescent leave beyond 30 days requires additional medical review and consent. **EXCEPTION:** Convalescent leave due to pregnancy or childbirth.

Table 2. Convalescent Leave Requests.

R U L E	A	B	C
	If member	and	then the unit commander unless otherwise specified
1	is discharged from in-patient status	medical condition is not pregnancy related	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.
2		medical condition is childbirth	normally approves 42 days.
3	is treated on an outpa-tient status	medical condition is pregnancy related	normally approves the number of days that the at-tending physician deems necessary for the mem-ber's or fetus' health and safety.
4		medical condition is not pregnancy related	normally approves the number of days that the at-tending physician deems necessary, not to exceed 30 days.
5	is on inpatient status at Air Force MTF	will be returning to the MTF as an inpatient	MTF service chief or department chairman normally approves up to 30 days that the attending physician deems necessary. MTF commander may approve more than 30 but less than 90 days. More than 90 days requires MAJCOM/SGP approval.
6	is a patient at an Army or Navy MTF, or at a Veterans' Adminis-tration (VA) hospital	medical condition is not pregnancy related	Army or Navy MTF commander or VA Director normally approves up to 30 days that the attending physician deems necessary. Continued convales-cent requires additional medical review.
7	elected medical pro-cedure at own ex-pense	Air Force physician previously determined member requires the medical procedure	normally approves the number of days that the at-tending physician deems necessary, not to exceed 30 days.
8	elected medical pro-cedure at own ex-pense	Air Force physician previously determined member did not require the medical procedure	cannot approve. COMMENT: Members take ordi-nary leave to cover the period of absence. The peri-od of absence includes the time actually spent as an inpatient in a civilian hospital and any convalescent period deemed necessary by the attending physi-cian.

R U L E	A	B	C
	If member	and	then the unit commander unless otherwise specified
9	paid for medical procedure which Air Force MTF medical authority determined member did not require	is subsequently treated at an Air Force MTF after experiencing complications	normally approves the number of days that the attending physician deems necessary, not to exceed 30 days.

6.4.3. Medical Authority. The medical authority or attending physician determines:

6.4.3.1. When a medical condition warrants continuance of convalescent leave.

6.4.3.2. Whether the member can depart the local area while on convalescent leave.

6.4.4. Convalescent Begins. Convalescent leave begins the day of release from the medical treatment facility and continues through the day before the member's return to duty, if applicable, or return to in-hospital status.

6.4.5. Voluntary Termination. A member may voluntarily terminate convalescent leave earlier with the attending physician approval.

6.4.6. Requesting Ordinary Leave. A member may request ordinary leave after completing convalescent leave.

6.4.7. Terminating Convalescent Leave. The unit commander may terminate convalescent leave status if the member's continued absence from duty would clearly have an adverse impact on the readiness or operational mission of the unit. The unit commander consults the cognizant military health authority to determine whether such action is medically advisable.

6.5. Emergency Leave. Emergency leave is chargeable leave granted for personal or family emergencies involving the immediate family. See paragraph [6.5.10](#). for emergency leave requests, paragraph [6.5.11](#). for travel situations, and paragraph [6.5.12](#). for travel orders. See also AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave travel. See AFI 36-3020, *Family Member Travel*, for dependents who may be eligible for emergency travel entitlements and member is ineligible for emergency leave. Emergency travel entitlements are under the JFTR, chapters 5 and 7.

6.5.1. Immediate Family. Immediate family consists of the member's spouse and member's or spouse's:

6.5.1.1. Parents (including stepparents).

6.5.1.2. Children (including illegitimate children and stepchildren).

6.5.1.3. Brothers and sisters.

6.5.1.4. Sole surviving blood relative.

6.5.1.5. In-loco-parentis person (defined in paragraph [6.5.10](#)., [Table 3](#).).

6.5.2. Emergency Leave Approval. Unit commanders approve initial emergency leave periods up to 30 days and extensions up to 30 days. If a member has, or will have, a negative leave balance, unit commander considers only that leave which is absolutely necessary to take care of the emergency situation. **NOTE:** The TDY commander or PERSCO Team Chief approves emergency leave after notifying and receiving approval from the unit of assignment.

6.5.3. Delegating Emergency Leave Approval:

6.5.3.1. Unit commanders can delegate approval for emergency leave for enlisted members to a level no lower than the first sergeant. When delegated authority to approve emergency leave for enlisted members, first sergeants can approve up to 30 days advance leave. They also can approve excess leave when the combination of accrued, advance, and excess leave is 60 days or less.

6.5.3.2. At headquarters' staff, commanders can delegate approval to no lower than assistant functional deputy directors or equivalents.

6.5.4. HQ AFPC/DPSFC Approval. HQ AFPC/DPSFC approves emergency leave:

6.5.4.1. If leave requested results in a member having a cumulative negative leave balance of over 30 days.

6.5.4.2. Exceeding 60 days when members have already taken advance or excess leaves.

6.5.5. Unit Commander's Responsibilities. Unit commanders:

6.5.5.1. Approve or deny emergency leave on a case-by-case basis based on their knowledge of the circumstances.

6.5.5.2. Who have reason to doubt the validity of an emergency situation, may request assistance from the military Service activity nearest the location of the emergency in determining the validity of the emergency situation and the necessity for the member's presence. When necessary, unit commanders may request assistance from the ARC to verify emergency situations.

6.5.5.3. Approve initial periods of emergency leave for no more than 30 days and extensions for no more than 30 days.

6.5.5.4. Advise members to apply for humanitarian or exceptional family member reassignment, or separation for hardship reasons if the leave period is more than 60 days.

6.5.5.5. Send emergency leave requests to HQ AFPC/DPSFC via datafax (DSN 487-5982), with full justification if leave requested results in a member:

6.5.5.5.1. Having a cumulative negative balance of over 30 days.

6.5.5.5.2. Taking leave for 60 or more days and member has already taken advance or excess leave.

6.5.5.6. Give members the opportunity to apply for ordinary leave, reassignment, or separation for hardship reasons if they do not qualify for emergency leave.

6.5.5.7. Do not deny emergency leave solely because of lack of funds for funded travel.

6.5.5.8. Do not approve emergency leave for purpose of either increasing the member's travel priority or offsetting personal travel costs.

6.5.5.9. Ensure members contact the TMO or commercial travel office (CTO) for travel arrangements because failure to do so can result in non-reimbursement of travel costs.

6.5.6. Advance Leave. When members do not have sufficient accrued leave to take care of urgent personal or emergency situations:

6.5.6.1. Unit commander approves the lesser of 30 days or the amount of leave they will earn during the remaining period of active military service. First sergeants can approve advance leave when delegated authority to approve emergency leave for enlisted members.

6.5.6.2. HQ AFPC/DPSFC approves advance leave for more than 30 days when members have already taken 30 cumulative days of advance leave.

6.5.6.3. The PERSCO Team Chief requests approval for advance leave in excess of 30 days from HQ AFPC via datafax (DSN 487-5982) and notifies the unit of assignment of the final decision.

6.5.7. Excess Leave for Emergencies. When members use all advance leave that they have not yet earned:

6.5.7.1. Unit commanders may approve excess leave when the combination of ordinary, advance, and excess leave is 60 days or less. First sergeants can approve excess leave when delegated authority to approve emergency leave for enlisted members.

6.5.7.2. HQ AFPC/DPSFC approves excess leave when members have already taken more than a total of 60 days cumulative leave (ordinary, advance, excess).

6.5.8. Emergency Leave Extension:

6.5.8.1. Members contact the:

6.5.8.1.1. Organization commander or first sergeant (contact the losing-organization commander or first sergeant if on en route leave).

6.5.8.1.2. Local ARC chapter for help in notifying their unit commander or first sergeant.

6.5.8.2. Unit commanders or first sergeants:

6.5.8.2.1. Advise members, in writing, of their decision to approve or deny the request.

6.5.8.2.2. Send an information copy to the ARC representative, if applicable.

6.5.8.2.3. Send requests for leave resulting in 60 or more days of leave that include advance or excess days to HQ AFPC/DPSFC, with full justification.

6.5.8.3. Losing commanders coordinate changes in reporting with the appropriate resource manager in AFPC.

6.5.9. Emergency Leave Travel (see [Table 4.](#), paragraph [6.5.11.](#), Emergency Leave Situations).

6.5.9.1. Applicable directives for emergency leave travel information:

6.5.9.1.1. AFI 65-103, *Temporary Duty Orders*, when preparing special orders for emergency leave.

6.5.9.1.2. Emergency travel entitlements are under the JFTR, chapters 5 and 7. See JFTR, paragraph U7205, for members stationed overseas, members with overseas domiciles, and

members who are TDY in or outside CONUS.

6.5.9.1.3. DoDD 4515.13R, *Air Transportation Eligibility*, November 1994, with changes 1 and 2, and authorizes round-trip, space-required travel via aircraft owned or controlled by DoD:

6.5.9.1.3.1. From overseas to CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority.

6.5.9.1.3.2. From CONUS to overseas location (see paragraph 6.5.9.2.).

6.5.9.1.3.3. Within and between overseas locations (see paragraph 6.5.9.2.).

6.5.9.1.4. AFI 24-101, *Passenger Movement*.

6.5.9.1.5. AFI 36-3020, *Family Member Travel*, and JFTR, paragraph U7205, for family member travel.

6.5.9.1.6. The JFTR and DoDD 4515.13R authorize round-trip, commercial transportation when space-required transportation via aircraft owned or controlled by DoD is not available. Before the leave approval authority authorizes round-trip commercial transportation, TMO must make a determination that space-required transportation via aircraft owned or controlled by DoD is not reasonably available. The approval authority must apply this judiciously to ensure the best interests of the Air Force and the member are served.

6.5.9.2. Overseas location for emergency leave purposes is Hawaii, Alaska, the Commonwealth of Puerto Rico, and possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority.

6.5.9.3. The member's domicile means home of record, place of entry on active duty, place of first enlistment, or place of permanent legal residence. See the JFTR, paragraph U7205-B3.

6.5.9.4. Time spent in emergency leave travel via aircraft owned or controlled by DoD from overseas to the CONUS aerial port of debarkation (APOD) is not chargeable leave. It also is not chargeable from the CONUS aerial port of embarkation (APOE) to overseas area or within and between overseas areas and return, when required.

6.5.9.5. Chargeable leave begins the day after the member arrives at the APOD and ends the day before the member returns to the APOE.

6.5.9.6. Active duty members on emergency leave may use space-available transportation within CONUS via aircraft owned or controlled by DoD. There is no guaranteed space for such passengers. The space-available transportation is on a first-come, first-served basis. The travel time is chargeable leave.

6.5.9.7. Different entitlements apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JFTR for specific entitlements.

6.5.10. The following table explains when to approve or disapprove emergency leave requests.

Table 3. Emergency Leave Requests.

R U L E	A	B
	If a member requests emergency leave	then the first sergeant, if the unit commander delegates approval, or the unit commander
1	to visit a terminally ill person in the immediate family of either the member or the member's spouse. Immediate family consists of the member's or spouse's: (1) Parents (including stepparents) (2) Children (including illegitimate children and stepchildren) (3) Brothers and sisters (4) Sole surviving blood relative. (5) In-loco-parentis person. In-loco-parentis must meet both of the following conditions: a. A person who stood in place of the member's parent for a period of at least 5 years before the member became 21 years of age or entered military service. b. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection. NOTE: Require member to sign a statement attesting to a person's in-loco-parentis status. A person is not in-loco-parentis if he or she baby-sat, provided day care services, or gave financial help such as a home where the parent also lived. A grandparent or other person normally is not in-loco-parentis when the parent also lived at the same residence.	approves the request.
2	because of a verified death in the member's or spouse's immediate family	
3	because the member, or someone in the member's or spouse's immediate family has a life-threatening condition due to an accident, illness, or major surgery	
4	because the member is affected by a natural disaster, such as a hurricane, tornado, flood, or earthquake and a severe or unusual hardship would result if the member failed to return home	
5	because a severe or unusual hardship may result from failure to return home, on either the member, his or her household, or immediate family	

R U L E	A	B
	If a member requests emergency leave	then the first sergeant, if the unit commander delegates approval, or the unit commander
6	because of spouse's pregnancy or childbirth	approves the request when a severe or life-threatening situation exists.
7	to care for children during a spouse's illness, confinement, or surgery	approves the request in unusual cases when family members or social agencies are not available to help. Verify and document such situations.
8	because of emotional problems caused by family separation	approves the request only when the attending physician feels the member could alleviate severe problems at home.
9	to resolve marital problems, threatened divorce, or other personal problems	denies emergency leave.
10	to attend court hearings	
11	to resolve financial problems	
12	to help harvest crops or manage other business	
13	to settle the estate of a deceased relative	
14	because of an emergency involving other than immediate family members or for a friend, fiancée, or fiancé	

6.5.11. Emergency Leave Situations. **NOTE:** The JFTR, paragraph U7205-B3, defines domicile as the member's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence. Commanders may authorize travel by commercial transportation when members authorized space-required transportation and DoD-owned or -controlled aircraft is not reasonably available. This includes travel to CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority. Different entitlements apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JFTR for specific entitlements.

Table 4. Emergency Leave Travel Situations.

R U L E	A	B	C
	If situation is	then the travel is	Remarks
1	member's permanent duty is in CONUS and has an emergency in CONUS	space-available via aircraft owned or controlled by DoD.	Space-available transportation is on a first-come, first-served basis and there is no guaranteed space. Member must be on leave status when signing up for space-available transportation.
2	member's permanent duty is OCONUS and has an emergency in CONUS, Alaska, Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS when authorized or approved by the emergency leave granting authority	(1) space-required via aircraft owned or controlled by DoD. (2) commercial travel at government expense if TMO determines aircraft owned or controlled by DoD is not available.	Authorized travel is from the location of the member when receiving notification of the emergency or the member's duty location. Authorized travel is to the international airport in CONUS to which scheduled flight is available that is closest to the location from which the member departed or an airport in Alaska, Hawaii, Puerto Rico, a U.S. possession, or any other OCONUS location, as determined by the Secretarial Process, when authorized or approved by emergency leave granting authority.
3	member's permanent duty is in CONUS with domicile OCONUS and has an emergency in Alaska, Hawaii, the Commonwealth of Puerto Rico, possessions of the United States, or any other location OCONUS when authorized or approved by the emergency leave granting authority		Authorized travel is from the international airport nearest the location of the member when receiving notification of the personal emergency or the member's duty location. Authorized travel is to an international airport in Alaska, Hawaii, Puerto Rico, or a U.S. possession, or any other OCONUS location as determined by the Secretarial Process, when authorized or approved by the emergency leave granting authority. Return travel is to the international airport in CONUS from which the member departed or the international air port nearest the member's PDS.
4	member's permanent duty is in CONUS and has an emergency at spouse's domicile OCONUS	space-available travel via AMC channel from CONUS APOE to overseas APOD and return.	All segments of a journey where an Air Force Working Capital Fund (AFWCF) channel exists.

R U L E	A	B	C
	If situation is	then the travel is	Remarks
5	member is TDY and has an emergency in CONUS or OCONUS	the same basis as if the member were traveling on TDY. Authorize commercial transportation only if TMO determines that space-required travel is not available.	Authorized travel is from the place of TDY incident to authorized emergency leave to the PDS or other location and return.

6.5.12. Use the following table to complete the AF Form 972, **Request and Authorization for Emergency Leave**, for all funded emergency leave travel. See also AFI 65-103, *Temporary Duty Orders*, when preparing the AF Form 972. Ensure members contact TMO or CTO for travel arrangements because failure to do so can result in non-reimbursement of travel costs. Refer to:

6.5.12.1. AFI 24-101, *Passenger Movement*, (includes members stationed stateside and eligible for space-required travel).

6.5.12.2. JFTR, paragraph U7205, for members stationed overseas, members with overseas domiciles, and members who are TDY in or outside CONUS.

6.5.12.3. AFI 36-3020, *Family Member Travel*, and JFTR, paragraph U7205, for family member travel without the sponsor.

6.5.12.4. AFI 65-103 when preparing the AF Form 937, **Request and Authorization for Emergency Leave Travel**, for dependents traveling without their sponsor.

Table 5. Instructions for Preparing AF Form 972.

A	B
Item	Enter
1 - 6	Follow the instructions on the form.
7	Control and duty Air Force specialty codes.
8 -10a	Follow the instructions on the form.
10b	The amount of accrued leave, but first verify the leave balance with the FSO or use the member's leave and earning statement.
10c and d	Complete when applicable.
11	Start and end dates of authorized leave.
12	<p>Add the following when travel is to or from overseas:</p> <p>(1) Report to APOE not later than one and one-half hours before the scheduled flight departure time.</p> <p>(2) The CONUS APOD endorses the order and notes the flight reservation data for travel to the overseas APOD when member travels through the CONUS to a foreign country.</p>
13	<p>(when applicable)</p> <p>(1) Upon arrival in CONUS and before departing on leave, contact the Air Mobility Command (AMC) Passenger Reservation Center located in the Aerial port for a return flight reservation.</p> <p>(2) When dependents are listed on the order, add "Dependents listed below are authorized to return separately from the military member."</p> <p>(3) If member is stationed in or going to Spain, add "La persona a quien esta orden pertenzca esta autorizada por las autoridades militares competentes de los Estados Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar." (NOTE: Do not translate this statement into English.)</p> <p>(4) Contact the transportation office at the nearest military installation to arrange return flight reservations when members travel by civilian aircraft.COMMENT: Use the other side of the form if necessary.</p>
14 - 19	Follow the instructions on the form.
20	(check one block)

A	B
Item	Enter
21	(1) For members stationed in CONUS who choose to pay for space-required transportation for their dependents, add "Sponsor agrees to reimburse the Air Force for travel expenses of family members per DoD 4515.13-R." (See AFI 36-3020 for family member travel without the sponsor.) (2) Member calls Scott AFB Passenger Reservation Center (PRC) toll free: 1-800-851-3133, and in Illinois call collect: (618) 256-4901 to reschedule transportation if he or she needs approval for extended leave. (3) Include member's domicile, as JFTR defines it (is or is not) outside the CONUS when emergency leave travel starts from CONUS and goes overseas. (4) List dependents and include children's dates of birth. (5) Add the distribution in the lower right hand corner. COMMENT: Use the other side of the form or separate page on plain bond if necessary.
22	Follow the instructions on the form.
23	Accounting citation and Customer Identification Code (CIC) for travel authorized under JFTR, paragraph U7205. (NOTE: Be sure to fill in applicable times and dates in items 16 through 19.)
24 - 26	Follow the instructions on the form.

6.6. En Route Leave. En route leave is ordinary leave members use in connection with PCS, including to their first PCS upon completion of technical training. Members may request advance leave when they do not have enough accrued leave to use as en route leave.

6.6.1. Approval Authority. Losing unit commanders:

6.6.1.1. Approve normally up to 30 days en route leave with any PCS move if the leave does not interfere with the reporting date to either a port or new assignment.

6.6.1.2. Approve less than 30 days if approving advance leave as en route leave with any PCS move and the leave does not interfere with the reporting date to either a port or new assignment.

6.6.1.3. Ensure members sign a statement agreeing not to report early for a new assignment when taking en route leave.

6.6.2. Delegating Approval:

6.6.2.1. Unit commanders delegate approval to a level no lower than squadron section commander, deputies, or equivalents.

6.6.2.2. AETC training commanders delegate approval authority for advance leave as en route leave no lower than the first sergeants.

6.6.3. Technical School and Basic Military Training Commanders:

6.6.3.1. Approve at least 10 days of accrued leave if the first permanent duty station is in CONUS.

6.6.3.2. Approve at least 14 days of accrued leave if the first permanent duty station is outside

the CONUS.

6.6.3.3. Approve advance leave up to 10 days for emergency situations.

6.6.4. Officer Training School (OTS) Graduates. OTS graduates may take up to 30 days ordinary leave (advance if needed) before reporting to their first permanent duty station.

6.7. Terminal Leave. Terminal leave is chargeable leave taken in conjunction with retirement or separation from active duty. Member's last day of leave coincides with the last day of active duty.

6.7.1. Terminal Leave Approval. Unit commanders approve terminal leave.

6.7.2. Delegating Approval:

6.7.2.1. Unit commander can delegate approval to a level no lower than the squadron section commander, deputy or equivalent.

6.7.2.2. For headquarters' staff, commanders delegate leave approval to no lower than assistant functional deputy directors or equivalent.

NOTE:

The losing wing commander, designee, or equivalent, is the approval authority for combining, under exceptional circumstances, 91 to 120 days of terminal leave and PTDY if requested by the member. The approval authority may delegate approval to group commanders or equivalents at colonel level only.

6.7.3. Commanders Reporting Directly to the Chief of Staff, Vice Chief of Staff or Assistant Vice Chief of Staff. These commanders approve their own leave. They send leave notification 7 days in advance by message to HQ USAF/CVA. Include in the notification message:

6.7.3.1. Effective date of leave requested.

6.7.3.2. Duration.

6.7.3.3. Leave address.

6.7.3.4. Name of acting commander.

NOTE:

HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

6.7.4. Disapproving or Denying Terminal Leave. Unit commanders:

6.7.4.1. May disapprove terminal leave for military necessity or in the best interest of the Air Force.

6.7.4.2. Deny terminal leave when governing separation directives require member's separation at the earliest possible date. See paragraph [6.7.5.6](#) below.

6.7.4.3. Deny terminal leave requested in conjunction with authorized PTDY when governing separation directives require member's separation at the earliest possible date. See paragraph [6.7.5.6](#) below.

6.7.5. Terminal Leave Guidelines:

6.7.5.1. Limit members' absences to their leave balances.

6.7.5.2. Do not normally allow members to return to duty after a leave begins.

6.7.5.3. Ensure that members remain assigned to their organizations until they separate or retire.

6.7.5.4. Limit requests for excess leave to emergency situations.

6.7.5.5. Ensure members complete all required separation or retirement processing and have orders in hand before starting leave.

6.7.5.6. Advise members separating under “for cause” provisions or other separatees required to separate at the earliest possible date that the FSO will determine payment or forfeiture of accrued leave at time of separation. DoD 7000.14-R, volume 7A, governs payment of accrued leave. **NOTE:** Do not authorize terminal leave to “for cause” separatees authorized PTDY or excess leave or other separatees required to separate at the earliest possible date.

6.7.5.7. Advise members they cannot use half-days and must schedule terminal leave so that it is continuous and ends on the date of separation.

6.7.5.8. Advise members that they forfeit unused half-days when not authorized payment for accrued leave.

6.7.6. Combining Terminal Leave, PTDY, and Travel Time:

6.7.6.1. Unit commanders normally restrict the combination to no more than 90 days immediately before separation or retirement.

6.7.6.2. The losing wing commander, designee or equivalent, may approve 91 - 120 days of the combination only under exceptional circumstances. They may delegate approval to group commanders or equivalent at colonel level only.

6.7.7. Military Personnel Flights (MPF). MPFs:

6.7.7.1. Ensure members sign a statement of understanding that they normally will not return to duty when terminal leave begins. **EXCEPTION:** Unit commanders may recall members from leave due to military necessity or urgent, unforeseen circumstances.

6.7.7.2. May not change established dates of separation so that members may take unused leave.

6.7.7.3. Ensure members taking ordinary leave instead of terminal leave return 15 days before their scheduled dates of separation or retirement to prevent pay problems.

6.8. Excess Leave. Excess leave is leave members normally use for personal or family emergency situations when members can not request advance leave. Excess leave is a no-pay status; therefore, entitlement to pay and allowances and leave accrual stops on member's first day of excess leave.

6.8.1. Unit Commanders or Designees With General or Special Court-Martial Convening Authority:

6.8.1.1. Approve or deny members' requests for excess leave.

6.8.1.2. If approving excess leave, advise members they must use all accrued leave first.

6.8.1.3. Advise members excess leave begins the day after accrued leave ends.

NOTE:

When unit commanders send requests recommending approval through the chain of command, any approval authority in the chain may subsequently deny the requests.

6.8.2. Unit Commanders Directing Appellate Review Leave. When directing appellate review leave, approve travel according to the JFTR, paragraph U7506, and AFI 36-2102, *Base-Level Relocations Procedures*, and advise members they may take either:

6.8.2.1. Ordinary leave and then excess leave.

6.8.2.2. Payment for accrued leave (ask the FSO about accrued leave pay entitlement) and excess leave.

6.8.2.3. Some ordinary leave, payment for remaining accrued leave, and excess leave.

6.8.3. Reverting to Pay Status From Appellate Review Leave. For overruled or set-aside court-martial sentences, members:

6.8.3.1. Qualify for pay and allowances for excess leave taken when directed by the unit commander.

6.8.3.2. Do not qualify for pay and allowances for voluntary excess leave taken.

6.8.3.3. Do not get credit for accrued leave for which they elected payment before departing on appellate-review leave.

6.8.4. Excess Leave Periods. Unit commanders advise members:

6.8.4.1. Excess leave is leave without pay and allowances, and they will not receive disability pay, if injured, for time spent on excess leave.

6.8.4.2. The FSO stops all pay and allowances effective the first day of excess leave. The FSO collects, if applicable, any pay and allowances paid. When members separate from active duty, there is an additional collection for non-accrual of leave resulting from periods of excess leave. This is one half-day for each six-day period of excess leave.

6.8.5. The following table explains excess leave requests.

Table 6. Excess Leave Requests.

R U L E	A	B	C
	If the member re-requests leave	then	Comments
1	for an emergency or urgent personal situation	unit commander may approve number of days not to exceed 60 cumulative days of ordinary, advance, and excess leave. First sergeant may approve when delegated authority to approve emergency leave for enlisted personnel.	Advise members to consider humanitarian reassignment for emergencies requiring more than 60 days absence from duty.
2		HQ AFPC/DPSFC may approve number of days exceeding 60 cumulative days of ordinary, advance, and excess leave.	NA

R U L E	A	B	C
	If the member re-requests leave	then	Comments
3	for separation or retirement relocation activities such as job search or residence search and is eligible under AFI 36-3022, <i>Transition Assistance Program</i> , as a: (1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under AFI 36-3022). (4) Retiree.	unit commander may approve up to 30 days unless to do so would interfere with the military mission.	(1) Unit commander can disapprove a request for excess leave if approval would interfere with the military mission. (2) Normally approve under emergency circumstances since excess leave is a no-pay status. Pay and allowances stop on the first day of excess leave and members cannot receive disability pay if they incur a disability injury or illness while on excess leave. (3) Normally restrict the combination of terminal leave, excess leave, and processing days to no more than 90 days immediately before separation or retirement. See rule 6 for combining 91-120 days under exceptional circumstances. Commanders cannot authorize terminal leave to "for cause" separatees authorized excess leave or other separatees required to separate at the earliest possible date. (4) Excess leave must occur within 180 days of the separation or retirement date. (5) Members may take excess leave: (a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave, if applicable (6) A member can request excess leave in lieu of PTDY, but not both.
4	to participate in the Judge Advocate Accession Program	the staff judge advocate may approve length of program, plus travel time.	Advise members they can retain their leave balance up to 60 days.

R U L E	A	B	C
	If the member re-requests leave	then	Comments
5	while awaiting completion of administrative discharge proceedings under AFI 36-3206, <i>Administrative Discharge Procedures</i> and AFI 36-3208, <i>Administrative Separation of Airmen</i>	the MAJCOM or FOA/DPA may approve unlimited days in 60-day increments.	Approve when you no longer need the member there and when the member meets medical criteria for separation. When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.
6	as an officer resigning in lieu of court martial	the MAJCOM or FOA/DP may approve unlimited days in 60-day increments	If applicable, approve when : (1) You no longer need the member there, (2) The member meets medical criteria for separation, and (3) The member serves all adjudged confinement, or (4) You or another authority figure commutes, remits, suspends, or defers the member's sentence. NOTE: When reviewing requests, any approving authority may deny leave based on military necessity or in the best interests of the Air Force.
7	as a member pending sentence by a court martial for a dismissal or punitive discharge	the court-martial convening authority may approve.	
8	combined with PTDY for pre-separation or retirement relocation job or residence search and meets the same criteria as in rule 3	the unit commander disapproves.	NA
9	awaiting entry into the Air Force Academy in a cadet status	the preparatory school commander may approve the period awaiting entry in cadet status.	Approve ordinary leave when members have accrued leave before approving excess leave. Excess leave begins after ordinary leave.

6.8.6. Requesting Excess Leave. Before requesting excess leave, review paragraph 6.8. and Table 6.. The member submits request through channels to the appropriate commander or the

appropriate court marital convening authority, as applicable. Include the following applicable statements:

6.8.6.1. I hereby request excess leave under AFI 36-3003, **Table 6.**, Rule ____.

6.8.6.2. I understand I may have to use my accrued leave before entering excess leave status.

6.8.6.3. I understand excess leave is a no-pay status; therefore, I will not accrue any pay and allowances while on excess leave.

6.8.6.4. I understand I am eligible for medical care and use of other military facilities while I am in an excess leave status.

6.8.6.5. I understand I will not receive disability pay if injured for time spent on excess leave.

6.8.6.6. I understand the FSO stops all pay and allowances effective the first day of excess leave.

6.8.6.7. I understand the FSO collects, if applicable, any pay and allowances.

6.8.6.8. I understand there is a collection for non-accrual of leave resulting from periods of excess leave upon separation from active duty. This is one half-day for each six-day period of excess leave.

6.9. Environmental and Morale Leave (EML). EML is leave authorized at an overseas installation where adverse environmental conditions require special arrangements for leave in desirable places at periodic intervals. The EML taken is ordinary leave. Unified commanders designate the authorized EML duty locations and destinations.

6.9.1. Purpose. The purpose of EML is to make use of DoD-owned or -controlled aircraft to supplement in-country leave schedules established to carry out basic leave programs.

6.9.2. Funded EML. Funded EML authorizes members DoD-owned or -controlled air transportation from EML duty locations for purposes of taking leave in an EML destination site. Do not charge leave for member's time spent en route to and returning from an EML destination site. Charge leave for the period of time at the EML destination site. Leave begins the day after the member arrives at the aerial port of debarkation that services the destination site. Leave ends the day before the member returns to the aerial port of embarkation. See JFTR, paragraph U7207.

6.9.3. Unfunded EML. Unfunded EML authorizes members space-available air transportation from EML duty locations for purposes of taking leave in an EML destination site. Charge leave for travel time to and from, and for the period of time at, an EML destination site when traveling on a space-available basis. The MAJCOM/DPA equivalent or designee grants extensions for unfunded EML. Any leave-approving authority within the chain of command can deny requests without referring them to a higher-level headquarters.

6.9.4. Required Travel Documents. When traveling outside the United States, ensure member checks AFI 24-405, *Department of Defense Foreign Clearance Guide*, for required travel documents. Instruct members to comply with foreign government procedures as required by AFI 24-405, to include the *DoD Travel Security Advisory*. The passport/visa section in the MPF maintains a copy of the guide and advisory.

Section D— Pass (Regular and Special)

7. Introduction. This section provides information to help unit commanders understand regular and special pass periods. These are absences authorized, not chargeable as leave, to provide respite from the working environment or for other reasons. This section contains:

- 7.1. Pass Period, paragraph 8.1.
- 7.2. Regular Pass, paragraph 8.2.
- 7.3. Special Pass, paragraph 8.3.
- 7.4. Regular and Special Pass Guidelines, paragraph 8.4.

8. Regular and Special Pass Information.

8.1. Pass Period. A pass period is an authorized absence from duty for a relatively short time.

8.1.1. It starts from the end of normal working hours on a duty day and ends at the beginning of normal working hours the next duty day.

8.1.2. At the beginning and the end of the pass period, the member is actually in the local area. The local area is the place from which they regularly commute to work.

8.2. Regular Pass.

8.2.1. A regular pass (liberty) starts after normal working hours on a given day and stops at the beginning of normal working hours on the next working day.

8.2.2. A regular pass normally begins at the end of working hours on Friday afternoon until the beginning of normal working hours on the following Monday when non-duty days are Saturday and Sunday.

8.2.3. A regular pass period (non-duty days) for units on non-traditional work schedules (alternate or compressed work schedules) may not exceed the 4-day special pass limitation. The combination of non-duty days and a public holiday may not exceed the 4-day special pass limitation. The combination of 3 non-duty days and a public holiday during a compressed work schedule is a regular pass period.

8.2.4. A DoD Management Headquarters or Headquarters Supporting Activity, as defined in DoD Directive 5100.73, *Department of Defense Management Headquarters and Headquarters Support Activities*, determines whether Monday or Friday is compensatory time off with a holiday observed on a Tuesday or Thursday. An authorized 4-day holiday period consisting of a holiday, compensatory time off day, and a weekend is a regular pass period. For the purpose of this AFI, a DoD Management Headquarters or Headquarters Supporting Activity refers to the MAJCOMs and equivalents.

8.3. Special Pass. Unit commanders may award 3- or 4-day special passes for special occasions or circumstances, such as for some type of special recognition or compensatory time off. They may delegate approval to a level no lower than squadron section commander, deputies, or equivalents. Special passes start after normal working hours on a given day. They stop at the beginning of normal working hours on either the 4th day for a 3-day special pass or the 5th day for a 4-day special pass. A 3-day special pass can be Friday through Sunday, Saturday through Monday, or Tuesday through

Thursday. A 4-day special pass can be Thursday through Sunday or Saturday through Tuesday. This applies to a normal Monday through Friday workweek. See paragraph 8.4.9 for safe travel guidelines.

8.4. Regular and Special Pass Guidelines. Unit commanders:

8.4.1. Impose no mileage restrictions. However, they may require members to be able to return to duty within a reasonable time in the event of an operational mission requirement such as a recall, unit alert, or unit emergency. At training bases, commanders can require members to be able to return in time to resume training or class attendance. Commanders need to base all restrictions on reasonable and legitimate military requirements.

8.4.2. Inform members that the authorized absence that exceeds the pass period is chargeable leave if they fail to return from an authorized pass period.

8.4.3. Do not grant a special pass in conjunction with leave.

8.4.4. Do not grant special passes in succession or in series.

8.4.5. Ensure commander's support staff personnel process an AF Form 988 when members fail to return from pass and need unplanned leave.

8.4.6. Charge members leave for absence not excused under DoD 7000.14-R, volume 7A.

8.4.7. Inform members they cannot use regular or special pass periods to extend TDY periods.

8.4.8. Do not grant a special pass in conjunction with non-duty days exceeding the 3-day or 4-day special pass limitation.

8.4.9. Safe Travel Guidelines. Members on non-duty status (regular or special pass) should use Operational Risk Management (ORM) principles to assess all hazards and control risks prior to excessive or hazardous travel, especially by automobile. Applicable guidelines are in AFI 91-213, *Operational Risk Management*. A comprehensive ORM assessment may conclude that fatigue or road conditions are high risks requiring a change to travel plans.

Section E— Special Leave Accrual (SLA)

9. Introduction. This section describes the SLA provisions when deployments or assignments to a hostile-fire or imminent-danger pay area prohibit members from using leave. The SLA also applies when deployments or assignments to designated operational missions at the national level prohibit members from using leave. It provides information on restoring leave lost at FY-end leave balancing. It also provides information on the automatic carry-over by the Defense Finance and Accounting Service (DFAS). This section contains:

9.1. Leave in Excess of 60 Days at FY-End Balancing, paragraph [10.1](#).

9.2. SLA Eligibility, paragraph [10.2](#).

9.3. Restoring Leave Lost on 1 Oct, paragraph [10.3](#).

9.4. Automatic Carry-over, paragraph [10.4](#).

9.5. Effective Date of SLA, paragraph [10.5](#).

9.6. Submitting SLA Requests, paragraph [10.6](#).

9.7. SLA Approval Authority, paragraph [10.7](#).

9.8. SLA Disapproval, paragraph 10.8.

9.9. SLA Not Authorized, paragraph 10.9.

10. SLA Provisions:

10.1. Leave in Excess of 60 Days at Fiscal Year-end Balancing. Members lose leave over 60 days at the end of the FY unless eligible for up to 30 days of SLA. The purpose of SLA is to prevent members from losing accrued leave if they are unable to take normal leave due to significant and unforeseen operational mission requirements. Members are ineligible for special leave accrual consideration if they returned from deployment and had the opportunity to use leave but failed to do so. See paragraph 10.9. for other situations rendering members ineligible for SLA consideration.

10.2. SLA Eligibility. Members are eligible for SLA if one of the following circumstances prohibited normal leave use:

10.2.1. Deployment to an operational mission at the national level for a continuous period of at least 60 days.

10.2.2. Assignment or deployment for a continuous period of at least 60 days to unit, headquarters, and supporting staffs when their involvement supporting a designated operational mission at the national level prohibits them from taking leave.

10.2.3. Deployment for at least 60, but less than 120, consecutive days to a designated hostile-fire or imminent-danger pay area.

10.2.4. Deployment to a hostile-fire or imminent-danger pay area for 120 or more consecutive days and receive this special pay for 4 or more consecutive months.

NOTE:

Examples of qualifying deployments include JOINT ENDEAVOR, PROVIDE COMFORT, OR SOUTHERN WATCH. In some instances, the deployment may overlap two FYs (for example, deployment 15 Sep - 14 Nov).

10.3. Restoring Leave Lost on 1 Oct. Members unable to take leave due to qualifying deployments may have only that portion of lost leave restored that could possibly have been taken before the end of the FY. **EXAMPLE:** A member deploys on 15 Sep with a leave balance of 82.5 days as of 30 Sep, and loses 22.5 days on 1 Oct. The unit commander can only recommend restoring 15 days that the member could have taken beginning 16 Sep. The member loses 7.5 days because the member could not have taken 22.5 days to reduce his or her leave balance to 60 days by the end of the FY. See paragraph 10.7. for approval authority.

10.4. Automatic Carry-over. The DFAS center may automatically carry forward up to 30 days. This occurs when members serve for at least 120 consecutive days in a hostile-fire or imminent-danger pay area and receive this pay for at least 4 consecutive months. The DFAS center uses inputs of a PCS arrival and departure or the start and stop of a hostile-fire or imminent-danger pay entitlement for a TDY period of more than 120 days. The SLA upon departing the area of responsibility (AOR) is the leave balance brought forward into the AOR plus leave accrued in the AOR, minus leave used in the AOR. Members cannot carry over leave earned after departing the AOR. They lose this leave at FY-end balancing unless used before 1 Oct.

10.5. Effective Date of SLA. SLA carried forward or restored is effective 1 Oct. SLA is lost unless used before the end of the third FY after the FY in which service in a hostile-fire or imminent-danger pay area ends. For members who served in a duty assignment in support of a contingency operation, SLA restored on 1 Oct of the current FY is lost unless used before 1 Oct of the third year after the FY in which restored. Although members have 3 FYs to use SLA, the DFAS center accounts for the use of SLA by using *the last leave earned is the first leave used*. **EXAMPLE:** SLA of 15 days on 1 Oct and a member takes 10 days leave 21 - 30 Nov. In this example, the member has a leave balance of 80 days as of 30 Nov (60 + 15 days of SLA + 5 days accrued 1 Oct - 30 Nov = 80). In this instance, the DFAS center reduces the SLA by 5 days since the member took more leave (10 days) than accrued (5 days). The leave balance is 80 - 10 days (5 of which are SLA) = 70 days, 10 of which are SLA. If the member had taken 5 days of leave, the SLA would still be 15 days.

10.6. Submitting SLA Requests. **NOTE:** SLA provisions do not apply if 3 FYs have passed since member lost leave. In these cases, see the note in paragraph 10.9.7. Unit commanders:

10.6.1. Submit requests for members who lose leave on 1 Oct through command channels to the MAJCOM or FOA Director of Personnel (DP) or equivalent. **EXCEPTION:** The joint organizations in which members are serving determine the eligibility of members in joint organizations assigned to units, headquarters, and supporting staffs.

10.6.2. Include full justification with all requests, including documentation showing how members managed their leave during the year.

10.6.3. Recommend restoring only that portion of leave that member could possibly have taken before the end of the FY.

10.7. SLA Approval Authority. The MAJCOM or FOA/DP or equivalent (colonel or above) approves SLA for their organization. At joint organizations, the senior Air Force officer representative on staff approves SLA for members serving in joint organizations and assigned to units, headquarters, and supporting staffs.

10.7.1. Send requests to update restored leave to DFAS-DE/FJPA, 6760 East Irvington Place, Denver CO 80279-3000. Use organization and control numbers by fiscal year to identify updates, for example, ACC YY-001 or USACOM YY001.

10.7.2. Make the effective date the first of the fiscal year. For instance, member loses leave at FY93-end balancing; the effective date of restoration is 1 October 1994.

10.7.3. Include point of contact (name and grade), organization, office symbol, and DSN on each update.

10.8. SLA Disapproval. Any commander in the chain of command may deny a member's request for SLA without referring it to a higher-level authority when the member's request does not meet the criteria for SLA consideration.

10.9. SLA Not Authorized. Members are ineligible for SLA when the following precludes using leave:

10.9.1. Normal PCS moves and TDYs.

10.9.2. Base closures.

10.9.3. Hospitalizations, aero-evacuations, quarters, and convalescent leaves.

- 10.9.4. Details and special working groups.
- 10.9.5. Training exercises, attending schools or courses, and research requirements.
- 10.9.6. Pending separations and retirements.
- 10.9.7. Workload after return from deployment and members did not take leave before 1 Oct.

NOTE:

Members not eligible for SLA can request recovery of days lost by application, DD Form 149, **Application for Correction of Military Records** Under the Provisions of Title 10, U.S. Code Section 1552. See AFI 36-2603, Air Force Board for Correction of Military Records. Member's application must clearly establish that an error or injustice by the Air Force caused the member's lost leave. If the Board restores leave to current leave account, members must use these days before the end of the current FY.

Section F— Permissive TDY (PTDY)

11. Introduction. This section describes PTDY, an administrative absence under DoD Directive 1327.5, *Leave and Liberty*, for which funded TDY is not proper. It helps unit commanders understand the reasons for which they may authorize PTDY. The lack of official TDY funds is not a reason to grant PTDY. This section contains:

- 11.1. General Information, paragraph [12.1](#).
- 11.2. Exception to Policy, paragraph [12.2](#).
- 11.3. Commander Responsibilities, paragraph [12.3](#).
- 11.4. PTDY Approval, paragraph [12.4](#).
- 11.5. PTDY or Duty Status, paragraph [12.5](#).
- 11.6. Documenting PTDY, paragraph [12.6](#).
- 11.7. [Table 7.](#), Authorizing PTDY, paragraph [12.7](#).
- 11.8. PTDY Not Authorized, paragraph [12.8](#).
- 11.9. [Table 8.](#), Instructions for Preparing DD Form 1610, paragraph [12.9](#).

12. PTDY Guidance:

12.1. General Information. PTDY is an authorized absence limited to reasons in [Table 7](#). below. Unit commanders may not authorize PTDY in place of leave or special pass nor in conjunction with special passes, or for reasons in paragraph [12.8](#). below.

12.2. Exception to Policy. Unit commanders may send requests for PTDY reasons not found in [Table 7](#). or paragraph [12.8](#). through command channels to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739. Include an explanation of the circumstances for PTDY and justification for favorable consideration. Submit request early enough to allow sufficient time for processing. The MAJCOM submits recommendation and reasons for approval or disapproval.

12.3. Responsibilities. Unit commanders:

- 12.3.1. Ensure the reason for PTDY clearly falls within the specific criteria in [Table 7](#).

- 12.3.2. Do not approve PTDY to conduct official business for which funded TDY is appropriate.
- 12.3.3. Normally grant PTDY, military mission requirements permitting.
- 12.3.4. Do not authorize PTDY in place of leave or special pass.
- 12.3.5. Do not authorize PTDY in conjunction with a special pass.
- 12.3.6. May authorize PTDY with ordinary leave. This requires separate AF Form 988s.
- 12.3.7. May authorize PTDY with TDY. Include authorization and reason for PTDY in TDY orders.
- 12.3.8. Charge leave for any additional absence beyond the approved PTDY.
- 12.3.9. May deny PTDY requests without referring them to higher-level headquarters.
- 12.3.10. Do not grant PTDY for reasons in paragraph 12.8.
- 12.3.11. Do not authorize PTDY for house hunting en route with PCS. **EXCEPTION:** May authorize PTDY for members with TDY en route to new assignment or for members authorized to relocate family members to a designated place en route to or returning from an unaccompanied tour.

NOTE:

The senior Air Force commander in a theater of operation suspends PTDY in areas of conflict until hostilities cease.

12.4. PTDY Approval:

- 12.4.1. Unit commanders may approve PTDY up to the specified periods stated in Table 7.
 - 12.4.2. Unit commanders may delegate approval authority to a level no lower than squadron section commander, deputies, or equivalents.
 - 12.4.3. For headquarters' staff, commanders may delegate approval to no lower than functional deputy directors or equivalents.
 - 12.4.4. Wing commanders or equivalents may approve PTDY up to the specified periods stated in Table 7.
 - 12.4.5. HQ AFPC/DPSFC is approval authority for PTDY beyond 30 days when a member requests additional PTDY to remain with a dependent patient or member patient at an MTF not in the local area. Send the request with supporting documentation to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 via datafax (DSN 487-5982). See Table 7., rules 7-10. Also send requests with supporting justification to HQ AFPC/DSFC when members request additional PTDY beyond other specified periods stated in Table 7.
- 12.5. PTDY or Duty Status. Unit commanders charge members PTDY for non-duty days when they are on PTDY before and after non-duty days, including holidays.
- 12.6. Documenting PTDY. Normally use AF Form 988 for all types of PTDY. **EXCEPTION:**
- 12.6.1. Enter approved PTDY on PCS orders for when members authorized to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour or with a TDY en route to new assignment. See Table 7., rule 3.

12.6.2. Use DD Form 1610 for participants or trainees authorized space-required travel with PTDY for sports, recreation and talent events. See [Table 8](#).

12.7. The following table explains authorized PTDY.

Table 7. Authorized PTDY.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
1	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing. This includes separatees under Air Force ROTC commissioning programs to secure housing in the vicinity of the institution they will attend.	losing unit commander may approve up to 10 days before the member signs out of the unit.	(1) Member must have formal assignment notification and documentation showing that government housing is not available within 30 days of arrival. Must also have a statement of intent that says he or she plans to occupy non-government quarters. (2) Advise member to report to the base-Housing Office before entering into any rental, lease, or purchase agreement for off-base housing. (3) Members can only take PTDY before signing out or after signing in unless Rule 3 applies. (4) Losing commander may approve up to 8 days when airmen are separating to enter Air Force ROTC commissioning programs. This will allow them to house hunt in the vicinity of the university or institution they will attend.
2		gaining unit commander may approve up to 8 days after the member signs into the unit.	(5) PTDY ends once member secures housing before the authorized 8 or 10 days.
3	(1) for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, with a TDY en route, or (2) when authorized to relocate family members to a designated place en route to or returning from an overseas unaccompanied tour	losing commander may approve up to 8 days en route.	(1) The MPF includes the following statement on the PCS orders: "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting." The actual number of PTDY not to exceed 8 days depends on the actual date the member secures housing. Member must complete PTDY prior to RNLT.D. (2) Members using PTDY under this rule cannot request further PTDY upon arrival at their new duty station.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
4	<p>for a pre-separation or retirement relocation activity such as job or residence search and is eligible under AFI 36-3022, <i>Transition Assistance Program</i>, as a:</p> <p>(1) Voluntary separation incentive separatee. (2) Special separation benefit separatee. (3) Involuntary separatee (including for cause separatees eligible under AFI 36-3022). (4) Retiree.</p>	<p>losing commander may approve up to 20 days for CONUS-based members and up to 30 days for members stationed overseas, unless to do so would interfere with the military mission.</p>	<p>(1) Unit commander can disapprove a request for PTDY if approving it would interfere with the military mission.</p> <p>(2) Normally restrict the combination of terminal leave, PTDY, and processing days to no more than 90 days immediately before separation or retirement. See rule 6 for combining 91-120 days under exceptional circumstances. Commanders cannot authorize terminal leave to “for cause” separatees authorized PTDY or other involuntary separatees required to separate at the earliest possible date.</p> <p>(3) PTDY must occur within 180 days of the separation or retirement date.</p> <p>(4) Members may take PTDY:</p> <p>(a) In increments up to the maximum permitted, but not successive Mondays through Fridays. (b) In conjunction with terminal leave. (c) As requests that require final processing in CONUS or that qualify as a stand-alone round trip.</p> <p>(5) Approve requests when members lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, territory, or foreign country, and after entering active duty they kept the overseas address for the duration, and want to return there.</p>
5		<p>losing unit commander may approve up to 30 days for CONUS-based members who have overseas domiciles, unless to do so would interfere with the military mission.</p>	<p>(6) For approval of 91- 120 days under exceptional circumstances, wing commander may delegate approval authority to group commanders or equivalent at colonel level only.</p> <p>(7) Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3022.</p>

R	A	B	C
UL E	If a member requests PTDY	then	Comments
6	Same as Rule 4 & 5	losing wing commander, designee, or equivalent may approve a combined total of 91 to 120 days terminal leave, PT-DY, and processing days, under exceptional circumstances.	Same as Rule 4 & 5
7	combined with excess leave for pre-separation or retirement relocation activities such as job or residence search and meets the criteria in rule 4A	unit commander disapproves.	Member can request PTDY in lieu of excess leave, but not both, if eligible under AFI 36-3022.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
8	to accompany a dependent patient or member patient to a designated MTF not in the local area when the medical authority deems it essential, or to join a dependent patient or member patient at a designated MTF not in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	<p>(1) Do not authorize PTDY if funded TDY appropriate. This applies if medical authority appointed member as a non-medical attendant to accompany a dependent patient or member patient to and from a medical facility for required medical attention. See JFTR, Chapter 7, Parts I and Q, AFI 65-103, <i>Temporary Duty Order</i>, and AFH 41-114, <i>Military Health Services System (MHSS) Matrix</i>, for information on the use of the Aeromedical Evacuation system.</p> <p>(2) PTDY is applicable during periods of hospitalization. Periods of hospitalization for the same illness are cumulative.</p> <p>(3) PTDY is not appropriate for rehabilitation or outpatient treatment.</p> <p>(4) For the initial 10 days, the illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician and approval by the unit commander.</p> <p>(5) Requests for additional PTDY up to 20 days and requests sent to AFPC/DPSFC require seriously ill or very seriously ill status and recommendation for approval by the local military MTF commander or designee. Seriously ill means a condition so severe that there is cause for immediate concern but no imminent danger to life. Very seriously ill means a condition is so severe that there is imminent danger to life.</p>

R	A	B	C
UL E	If a member requests PTDY	then	Comments
9	Same as Rule 8	wing commander, designee or equivalent may approve up to 20 additional days.	<p>(6) Send requests of 30 days or less to the wing commander through the unit commander, and requests for over 30 days through the wing commander to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 or datafax (487-5982). Include in the request:</p> <p>(a) Member's grade, name, SSN, unit and location of assignment.</p> <p>(b) Date PTDY began, number of days approved and name, grade and title of approving official.</p> <p>(c) Number of days of extended time requested.</p> <p>(d) Dependent's name and relationship to sponsor.</p> <p>(e) A family member's location, and name and telephone number of attending physician.</p> <p>(f) The physician's statement of diagnosis, expected treatment and prognosis, and whether the patient is on the SI or VSI roster.</p> <p>(g) The expected duration of hospitalization.</p> <p>(h) Statement member understands seeking counseling regarding humanitarian or exceptional family member reassignment if the dependent patient's expected length of stay will exceed 30 days and the physician does not expect the patient to change for the better within a 60-day period.</p> <p>(j) Recommendation by the local military MTF commander or designee.</p> <p>(k) Recommendation by the wing commander, designee or equivalent.</p>
10		HQ AFPC/DPSFC may approve additional days.	
11	to be with a dependent patient or member patient at a designated MTF in the local area when the medical authority deems it essential	unit commander may approve up to 10 days.	<p>(1) The illness or injury does not have to be critical or life threatening. It only requires the recommendation of a physician.</p> <p>(2) Unit commander cannot approve additional PTDY.</p> <p>(3) Viable options for absences beyond 10 days include liberal leave policy, special pass, flex-time, or time-off at commander's discretion.</p>

R	A	B	C
UL E	If a member requests PTDY	then	Comments
12	to travel to the MAJCOM or AFPC Career Development Division, either as an individual or part of a group, to discuss individual career-management progress, plans and aspirations, and to review records	unit commander may approve up to 10 days.	NA
13	to attend a DoD-sponsored employment assistance seminar under the Transition Assistance Program when the member cannot schedule one locally and when the member will separate or retire within 180 days	unit commander may approve up to 7 days if member is eligible for transition assistance under AFI 36-3022.	
14	to attend residence study under the terminal and non-terminal PTDY provisions of AFI 36-2306, <i>The Education Services Program</i> . NOTE: Use AF Fm 988 for PTDY approval based on AF Form 204, Permissive TDY Request - Operation Bootstrap , prepared by the base education services office	unit commander may approve up to the length of program, plus travel time.	Charge leave for semester breaks and extended holiday periods if members do not return to duty.
15	to attend Medical Services Educational Programs under AFI 41-117, <i>Education Programs for Medical Service Officers</i> , and AFCAT 36-2223, <i>USAF Formal Schools</i>	unit commander may approve up to the length of program, plus travel time.	Same as Rule 14.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
16	to attend meetings or seminars sponsored by non-Federal technical, scientific, professional (medical, legal, and ecclesiastical) societies and organizations.	unit commander may approve up to 10 days.	NOTE: The meeting or seminar must have a direct relationship to the member's primary military duties and clearly enhance his or her value to the Air Force.
17	to travel to a governmental agency to take an examination for certification and licensing in the registry of medical, dental, or medical service personnel, or engineers, architects, and financial-career field personnel		NA
18	to take Graduate Record Examinations or the Law School Admission Test for the purpose of applying to the Funded Legal Education Program, or as graduate students in business to take admission tests to qualify for the Air Force Institute of Technology (AFIT); or to participate in an in-house academic program as part of a course of study that AFIT or Air University oversees	unit commander may approve up to 10 days.	NA
19	to defend doctoral dissertation or master's thesis		
		unit commander may approve up to 5 days.	

R	A	B	C
UL E	If a member requests PTDY	then	Comments
20	to take bar examination; as staff judge advocates being admitted to a bar where admission requires a personal appearance; to attend the Hague Academy of International Law; to attend Continuing Legal Education (CLE) programs to keep up with their state's mandatory CLE requirements; or to apply for admission to the Bar of the US Supreme Court when the member cannot apply by mail	unit commander may approve up to 10 days.	
21	to interview with an ANG or USAFR unit commander (see AFI 36-3205, <i>Reserve Forces Procurement - Palace Chase or Palace Front</i>)	unit commander may approve up to 7 days.	NA
22	as Air Force Reserve Officers' Training Corps faculty applicants to travel to a university for a required interview	unit commander may approve up to 10 days	
23	to attend wing advisory council orientation trips		
24	to attend national conventions or meetings hosted by service-connected organizations such as the Air Force Sergeants Association and the Non-Commissioned Officers' Association	unit commander may approve 5 days and 2 trips maximum per fiscal year.	Members must exhibit to the commander's satisfaction a legitimate professional connection with the meeting or convention concerned.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
25	to attend Civil Air Patrol encampments, drill competitions, conferences and orientation courses as instructors, advisors, or liaisons	unit commander may approve up to 10 days.	NA
26	to perform emergency duties as members of the Civil Air Patrol	unit commander may approve up to 4 days.	
27	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program	unit commander may approve up to 10 days.	NA
28	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors	unit commander may approve up to 15 days, including travel time) maximum in a fiscal year.	
29	to serve in leadership roles for spiritual renewal programs including chapel youth trips and summer camps, sponsored by either HQ USAF/HC, MAJCOM/FOA/DRU/HC or installation/HC; or to take part in chapel leadership training programs authorized by the senior chaplain to supplement local chapel leadership needs	unit commander may approve up to 5 days maximum, plus common carrier travel time per fiscal year.	

R	A	B	C
UL E	If a member requests PTDY	then	Comments
30	to support non-sectarian national youth organization troop or group unit activities, including logistic functions, individual unit activities, or required staff member or instructor training	unit commander may approve up to 10 days.	(1) Direct your questions to your local Public Affairs Office to determine if the group or youth organization is one that the Air Force can support. If necessary, your local Public Affairs Office may contact Secretary of the Air Force/ Public Affairs Community Relations (SAF/PAC), 1690 Air Force Pentagon, Washington DC 20330-1690. DSN 227-9079 or commercial (703) 697-9079. (2) "Non-sectarian" means not affiliated with or restricted to a particular religious group. (3) Commanders should make effort to support those programs that directly benefit the base and its local communities.
31	to participate as instructors or staff members of non-sectarian national youth organizations in direct support of sponsored encampments, conferences, established summer camps, and similar activities conducted under the auspices of, and approved by, a national youth organization		
32		unit commander may approve up to 30 days.	Limit members to a council-level or higher event, including national or international jamborees, national explorer conferences, national triennial, and national high-adventure bases.
33	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-Service organizations, or DoD, or to participate in regional, national, or international sports events pre-approved by HQ AFSVA/SVPAF	unit commander may approve up to 30 days.	(1) HQ AFSVA overseas and controls sports, recreation, and talent events. (2). Coordinate with the local services squadron/division before approving the request. (3) See Table 8. for use of DD Fm 1610 instead of AF Form 988, if applicable.

R	A	B	C
UL E	If a member requests PTDY	then	Comments
34	Same as Rule 33	HQ AFSVA may approve up to the length of events, plus travel time.	Same as Rule 33
35	for attendance as a witness at a state or federal criminal investigative proceedings or criminal prosecution, in response to a subpoena, summons, or request in lieu of process. NOTE: Such attendance must be of substantial public interest, such as major crimes, and where the member would be an essential witness.	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.
36	to present inspector general complaints under AFI 90-301, <i>The Inspector General Complaint Program</i>	unit commander may approve up to 10 days.	Coordinate with the staff judge advocate before approving a request.
37	as an immediate supervisor to a graduate only, or the designated representative, to attend Professional Military Education graduations	unit commander may approve up to 5 days.	NA
38	as an applicant to complete naturalization processing when a court hearing has been set by the Immigration and Naturalization Service	unit commander may approve up to 10 days.	
39	as an organ or bone marrow donor to travel to and from a civilian MTF		
			Place the member in an in-patient status when admitted to the civilian MTF, and on convalescent leave in accordance with a military medical authority. (See AFI 44-102, <i>Professional Procedures</i> .)

R	A	B	C
UL E	If a member requests PTDY	then	Comments
40	to travel in order to repair, return, or purchase aero club aircraft	unit commander may approve up to 10 days.	NA
41	to travel in order to repair, restore, return or purchase artifacts or aircraft of historic interest for use in Air Force museums or air-parks		
42	to attend Language and Area Studies Immersion, as prescribed by SAF-IA/AFAAO	unit commander may approve up to the length of program, plus travel time.	SAF-IA/AFAAO oversees the use of this PTDY. For information, see AFI 16-109, <i>Foreign Area Officer Program</i> , or call DSN 425-8348 or commercial (703) 588-8348.
43	to travel to a non-local military MTF for the removal of inappropriate tattoos	unit commander may approve up to the length of program, plus travel time.	The unit commander determines whether the member has an inappropriate tattoo that merits voluntary removal to comply with Air Force dress and appearance standards. (This does not include the removal of unauthorized tattoos. See AFI 36-2903, <i>Dress and Personal Appearance of Military Personnel</i> , regarding the difference between unauthorized [content] versus inappropriate [military image] tattoos.) The military MTF performing the removal procedure provides the unit commander with the anticipated number of days, duration, and timing of treatments.
44	to go on a trip outside the local area with a recognized student organization comprised of ROTC cadets	ROTC commander may approve up to 5 days.	The member must be a ROTC staff member acting as a faculty advisor.
45	to participate in medical mission/charitable trips to Mexico, Honduras, Vietnam, or other countries	MAJCOM/SG may approve 1 trip per year.	Medical authorities submit their requests through command channels to MAJCOM/SG. Allow sufficient time for MAJCOM/SG response.

12.8. PTDY Not Authorized. Unit commander cannot authorize PTDY if a member requests PTDY to:

12.8.1. Search for a house or search for a job when the separation program designator (SPD) code renders member ineligible for full benefits and services under AFI 36-3022--for example, a member voluntarily separating for miscellaneous reasons or on completion of required active service.

12.8.2. Search for a house:

12.8.2.1. For a close proximity PCS move, such as Randolph AFB, Kelly AFB, and Lackland AFB.

12.8.2.2. In conjunction with a permissive reassignment.

12.8.2.3. When called to active duty for accession training. This applies to members of Reserve or ANG units.

12.8.2.4. At initial assignment for accession training.

12.8.2.5. And the member already has housing in the area (i.e., from a previous assignment).

12.8.3. Be with a dependent or member patient after the 10th day of PTDY when the MTF is in the local area.

12.8.4. Remain with dependent patients who do not appear on the SI or VSI roster, or who do not apply for humanitarian or exceptional family member reassignment for personal reasons.

12.8.5. Attend a Professional Military Education graduation when the graduate is a coworker, friend, or military spouse.

12.8.6. Swear members into the military service or administer reenlistment oaths.

12.8.7. Travel to interview at new or prospective duty station or assignment (other than as AFROTC faculty applicants).

12.8.8. Travel to pick up vehicle at port.

12.8.9. Attend a religious retreat as a lay person.

12.8.10. Attend change of command or retirement ceremonies.

12.8.11. Attend sporting events not sponsored by Air Force or other DoD components such as marathons or bike races.

12.8.12. Attend funeral of non-immediate family members or military members.

12.8.13. Attend social events such as reunion, commemorative ceremonies, and military balls.

12.8.14. Travel to areas away from the home base to repair, restore, return or purchase artifacts or aircraft of historic interest for use in Air Force museums or air-parks and member is permanently assigned to a museum.

12.8.15. Chaperone a national youth organization.

12.8.16. Appear in court or for personal matters, such as divorce, bankruptcy, or adoption.

12.9. The following table explains the preparation of the DD Form 1610 for sports, recreation, or talent events. Use the DD Form 1610 instead of an AF Form 988 when authorizing participants or trainees space-required travel going to sports, recreation, or talent events.

NOTE:

Complete the form the same way as a TDY order. For unused orders, the traveler's supervisor or other competent authority verifies the traveler's signed statement stating that planned travel was canceled. Send the statement and a copy of the order to the member's FSO. Revoke the order when paying out funds.

Table 8. Instructions for Preparing DD Form 1610.

A	B
Item	Enter
1 through 6	self-explanatory.
7	Enter <i>permissive</i> .
8	Enter <i>N/A</i> .
9	Enter the purpose of PTDY, but not the type or category of travel. EXAMPLE: To participate in USAF small games tournament worldwide competition.
10a	Cross out “approximate” and enter specific number of days including travel time.
10b	Self-explanatory.
11	Approve variations for events such as sports competitions and entertainment tours. Place an “X” in the variation block for travelers allowed to continue on to other stations, and for members allowed to travel out of sequence. (This averts having to amend the order.) (1) If additional travel adds more than 20 days to item 10a, amend the order. (2) Supply the member's permanent duty station next to From and Return To, and the destination site next to To.
12 through 15	Leave blank
16	Add “Submit a no-pay travel voucher within 5 workdays after completing travel. Travel permitted by this order does not entitle the traveler to reimbursement of expenses. I have approved this absence from duty and certify that this member qualifies for military furlough fare discounts. Absence in excess of the number approved will be charged against leave. Refer to AFI 36-3003 for authorization.” Add: “DoD 4515.13-R, chapter 3” to the authority line when paying out funds.
17 and 18	Self-explanatory.
19	Add either “no funds involved,” or the accounting citation and CIC for space-required travel by Airlift Service Industrial Fund (ASIF) missions as channel traffic, and non-ASIF missions. Place the distribution in the remaining space in this block. NOTE: Do not use “Travel as Directed Is Necessary (TDN) in the Military Service.”
20 through 22	Self-explanatory.

Section G— Unique Leave Provisions

13. Introduction. This section helps commanders understand the various unique leave provisions. This section contains:

- 13.1. In-Place Consecutive Overseas Tour (IPCOT), paragraph [14.1](#).
- 13.2. Deferred Consecutive Overseas Tour (COT), paragraph [14.2](#).
- 13.3. Scheduling IPCOT and Deferred COT, paragraph [14.4](#).

- 13.4. COT or IPCOT Designated Places, paragraph [14.5](#).
- 13.5. Instructions for Preparing DD Form 1610 for IPCOT or Deferred COT Leave, paragraph [14.6](#), [Table 9](#).
- 13.6. Special Rest and Recuperation (SR&R) or Overseas Tour Extension Incentive Program (OTEIP), paragraph [14.7](#).
- 13.7. Instructions for Preparing DD Form 1610 for 15 days SR&R, paragraph [14.8](#), [Table 10](#).
- 13.8. Rest and Recuperation (R&R), paragraph [14.9](#).
- 13.9. Recruiter Assistance Program, paragraph [14.10](#).
- 13.10. Air Force Academy, paragraph [14.11](#).
- 13.11. United Nations-Related Leave and Pass, paragraph [14.12](#).
- 13.12. Educational Leave of Absence, paragraph [14.13](#).

14. Unique Leave Provisions:

14.1. IPCOT. IPCOT refers to members assigned to a consecutive tour at the same overseas duty station. They have one year from the effective date of the IPCOT to use the travel and transportation allowances. The leave taken is ordinary leave charged based on authorized allowable travel. See paragraph [14.2](#) for exception to the one year limitation when members unable to use the COT leave travel due to duty in connection with a contingency operation.

14.2. Deferred COT. Deferred COT refers to members unable to use the COT leave travel and transportation allowances between the two tours because of military necessity, or when deferred by the member when relocating within the same geographical/command area. Members have one year from date arrived at duty station to use the COT leave travel and transportation allowances. The leave taken is ordinary leave charged based on authorized allowable travel time. As an exception to the one year limitation, members unable to use the entitlement due to duty in connection with a contingency operation may request an additional year after the completion of the duties precluding travel. Members submit a written request to the commander, explaining support in connection with a contingency operation and providing dates of duty and specifying new termination date of entitlement. Unit commanders approve this additional deferment based solely on the duty performed in connection with contingency operations verifying dates of duty. Members use the original orders and commander's approval to request COT leave travel.

NOTE:

The additional deferment based solely on duty performed in connection with a contingency operation is a one-time additional entitlement, and cannot be further extended. If members do not qualify for an extension based on duty in connection with a contingency operation, they may submit a DD Form 149, **Application for Correction of Military Records Under the Provisions of Title 10, U.S. Code Section 1552**. See AFI 36-2603, *Air Force Board for Correction of Military Records*. Member's application must establish that an error or injustice by the Air Force prevented the member from using the entitlement within the specified one-year time frame.

- 14.3. Determining Deferred COT and Using the IPCOT or COT Entitlement.

14.3.1. Review the member's PCS orders. The orders should contain the authorization to defer the COT entitlement and the authorization (if applicable) to take leave (non-COT) en route. The losing commander is the approval authority to approve the deferred COT entitlement and non-COT leave en route. If there is no authorization to defer the COT entitlement on the orders, consider the COT entitlement used. If the orders authorize deferred COT, check with the FSO to determine the number of days leave en route taken. Effective 1 Dec 98, the non-COT leave en route cannot exceed 10 days. If the member took at least 11 days leave en route, consider the COT entitlement used.

14.3.1.1. This is not applicable to members who did not traverse the CONUS on PCS. Members not traversing the CONUS are authorized to defer their own COT leave travel. The deferral is not on the PCS orders. For example, members going PCS from Ramstein AB GE to Lakenheath AB UK or from Eielson AFB AK to Elmendorf AFB AK.

14.3.2. If the authorization for the deferred COT entitlement is on the orders but the FSO determines member took more than 10 days non-COT leave en route, consider the COT entitlement used. The member may request reinstatement of the entitlement by submitting a request for a review of his or her circumstances to HQ USAF/DPRC through command channels. If the leave en route exceeds the 10-day limitation due to reasons beyond the member's control, the member may request a review of his or her circumstances. The member must submit a written request through the chain of command to HQ USAF/DPRC, 1040 Air Force Pentagon, Washington DC 20330-1040. If the determination is made that the member did not use the deferred COT leave travel entitlement, the member will be required to reimburse the government for PCS COT leave travel payments made on the PCS voucher. *NOTE:* The member must request the waiver prior to the one year COT leave travel time limit. The one year time limit is set by statute and cannot be waived.

14.4. Scheduling IPCOT and Deferred COT Leave. When a member arrives at the new duty station, PCS orders should show member authorized deferred COT. The unit works with the member to schedule the IPCOT or COT leave and makes sure the member uses the travel entitlement. Since the IPCOT and COT travel is a statutory entitlement, members forfeit this entitlement if not used within the specified one-year time frame. Use [Table 9](#). to prepare the DD Form 1610 for the COT or IPCOT leave. Unit commanders:

14.4.1. Ensure members schedule and take IPCOT leaves within 1 year of the effective date of IPCOT.

14.4.2. Ensure members schedule and take deferred COT leaves within 1 year of the day they arrive at their stations.

14.4.3. See [Table 9](#). for using DD Form 1610 for IPCOT or deferred COT.

14.4.4. Ensure members contact TMO/CTO for travel arrangements because failure to do so can result in non-reimbursement of travel costs.

COMMENTS: The JFTR authorizes travel and transportation allowances to members in connection with authorized leave from, and return to, the overseas duty station. The JFTR, paragraph U7200-A, explains the entitlement for members and their command-sponsored dependents who travel from the overseas duty station to the home of record (HOR) or place of residence and return. The government reimburses authorized travel and transportation expenses.

14.5. COT or IPCOT Designated Places:

14.5.1. Commanders send requests for travel via a designated place or alternate location with COT or IPCOT travel through the MAJCOM/DP to HQ USAF Legislation & Compensation Division (DPRC), in accordance with JFTR, paragraphs U7200-A3d and U7200-A3b.

14.5.2. HQ USAF/DPRC normally recommends approval on applications forwarded for a Secretarial determination on travel to an alternate location in accordance with JFTR, paragraph U7200-A3b (example: members who have an overseas HOR want to visit family members in CONUS).

14.6. The following table contains the instructions for preparing DD Form 1610 for IPCOT or Deferred COT.

Table 9. Instructions for Preparing DD Form 1610 for IPCOT or Deferred COT Leave.

ITEM	Entry	COMMENTS
1 through 6	follow the directions on the form.	N/A
7	Show COT Leave.	N/A
8	Enter N/A.	N/A
9	Enter "COT Leave Travel Entitlement."	N/A
10a and b	follow the directions on the form.	N/A
11	Show: FROM: (permanent duty station), TO: (HOR or place of residence chosen by the member), and RETURN TO: (permanent duty station).	Do not mark variations. Don't include the place of residence if the cost of travel exceeds the cost to the HOR.
12	Cross out "overseas travel only" and add "transoceanic travel."	N/A
13	Place an X in the per diem block.	N/A
14	Put in estimated cost.	N/A
15	Follow the directions on the form.	N/A
16	Add: Member and dependents (if applicable) have authorized leave travel in conjunction with a COT assignment according to JFTR, paragraph U7200. Also add: (1) Names. (2) Relationships. (3) Passport numbers of all dependents. (4) The dates of birth of all children.	(1) Include the HOR if it's different from the entry next to "TO" in item 11. (2) Check the HOR against the member's personnel record. (3) Indicate whether this is IPCOT leave travel or deferred (COT or IPCOT) leave travel. (4) Add: Member-authorized (COT or IPCOT) leave and travel time may not exceed ____ days.
17, 18	Follow the directions on the form.	N/A
19	Use the open allotment fund cite from the PCS order for both the IPCOT and deferred COT leave travel entitlement.	N/A
20 through 22	follow the directions on the form.	N/A

14.7. SR&R or OTEIP. Another name for SR&R is OTEIP as described in AFI 36-2110, *Assignments*. SR&R is non-chargeable leave authorized in lieu of special pay for certain enlisted members who voluntarily extend their tour at designated overseas locations under the OTEIP.

14.7.1. SR&R Eligibility Requirements. Eligibility requirements are in AFI 36-2110. Eligible members agree to extend at a designated overseas location for a period of not less than one year.

14.7.2. SR&R Leave Options:

14.7.2.1. Thirty-day non-chargeable leave (Y2). Use AF Form 988 for this option.

14.7.2.2. Fifteen-day non-chargeable leave and round-trip transportation at Government expense (Y3). This applies to travel from the designated overseas location to the nearest CONUS port and return. See [Table 10](#) for using DD Form 1610 for this option. The FSO uses the AF Form 985, **Report of Travel Time/Leave**, to determine chargeable leave based on authorized allowable travel time.

14.7.2.3. Since the OTEIP leave option is a statutory entitlement, members forfeit their leave options if not used within 12 months after entering the extension.

14.7.3. Leave Time Frame. Members normally use the 15- or 30-day leave in one increment within 6 months after the effective date of extension. See paragraph [14.7.4.3](#) for exception due to military requirements.

14.7.4. SR&R Approval. Commanders:

14.7.4.1. Approve 30-day option (Y2) and 15-day option (Y3) requests within 6 months after the member's effective date of extension.

14.7.4.2. May not approve SR&R for banking or en route leave with a member's PCS.

14.7.4.3. May waive the 6-month requirement if a member is unable take the SR&R within 6 months after the effective date of extension because of military requirements. Set the time frame for member to take SR&R prior to expiration of extension.

14.7.4.4. Can approve the 30-day option with valid TDY and emergency leave, but not with ordinary leave, special passes or PTDY.

14.7.4.5. May approve up to 15 days ordinary leave with the 15-day option.

14.7.4.6. Cannot approve 15- or 30- day option in conjunction with reassignment or in conjunction with retirement or separation from active duty.

14.8. The following table contains instructions for preparing the DD Form 1610 for 15 days of SR&R. See the JFTR, paragraph U7300, for transportation in conjunction with this non-chargeable leave.

Table 10. Instructions for Preparing DD Form 1610 for 15 Days SR&R.

Item	Enter	Comments
Items 1 through 6	follow directions on the form.	N/A
Item 7	<i>Special Leave</i>	N/A
Item 8	N/A	JFTR, paragraph U7300, explains the entitlement for service members to travel from overseas to the states and return
Item 9	Leave blank.	N/A
Item 10a	15	Cross out “approximate.”
Item 10b	follow directions on the form.	N/A
Item 11	FROM: (permanent duty station), TO: (Port of Departure (POD) in CONUS specified by the TMO), and RETURN TO: (permanent duty station).	Don’t approve variations.
Item 12	Leave blank.	N/A
Item 13	an X in the “other rate of per diem” block, and add “no per diem reimbursement authorized.”	N/A
Item 14	cost of travel and total in the appropriate blocks.	N/A
Item 15	follow directions on the form.	N/A
Item 16	"Member is on special leave to the nearest port in the 48 contiguous states using space-required transportation. I authorize return transportation from the port to the permanent-duty station. This member must submit a no-pay travel voucher within 5 workdays of completing travel. Refer to 10 U.S.C. 705 and AFI 36-3003 for authorization."	N/A
Item 17 through 22	follow directions on the form.	N/A

14.9. Rest and Recuperation (R&R). R&R programs are for members in a designated hostile-fire or imminent-danger pay area when military necessity restricts the annual leave program and the use of

ordinary leave.

14.9.1. The Assistant Secretary of Defense approves R&R programs.

14.9.2. MAJCOMs submit requests to HQ USAF/DPRC, 1040 Air Force Pentagon, Washington DC 20330-1040, to establish R&R leave programs for units in their command that meet DoD criteria.

14.9.3. HQ USAF/DPR works with the Office of the Secretary of Defense to coordinate MAJCOM requests for R&R leave programs.

14.9.4. R&R Program Management. Unified commanders manage R&R programs for their theaters of operation.

14.9.5. Members are authorized transportation on a space-available basis to and from designated R&R areas.

14.9.6. The travel time to and from R&R areas is not chargeable leave.

14.9.7. R&R chargeable leave periods limited to 1 per 12-month period.

14.9.8. Members cannot combine R&R leave with pass, permissive TDY, temporary duty, or travel for other purposes.

14.10. Recruiter Assistance Program (RAP). HQ Air Force Recruiting Service (AFRS) oversees the RAP. See the local recruiting squadron and the *Recruiter Assistance Program Operations Handbook* for detailed instructions and guidance. If you need additional guidance, contact AFRS/RSOAP, at DSN 487-5116 or commercial (210) 652-5116.

14.10.1. Eligibility. The RAP authorizes certain technical training and OTS graduates up to 12 days of non-chargeable leave to assist hometown non-prior service and OTS recruiters. Normally, only members who arrive at the technical training school or OTS with an application signed by the hometown recruiter are eligible. **EXCEPTION:** All other members may apply through the local recruiting squadron only when an advertised recruiting assistance requirement exists. If approved, they use the AF Form 988 and recruiting squadron memorandum verifying RAP participation.

14.10.2. OTS or Technical School Graduates:

14.10.2.1. Submit their applications while at OTS or technical training through the OTS personnel section or the Technical Training School Military Training Manager (MTM).

14.10.2.2. Must be authorized leave and be in the vicinity of their home of record or place of entry on extended active duty for the non-chargeable leave to be in effect.

14.10.2.3. Sign a statement of understanding, as part of their application, they are not entitled to reimbursement for per diem or expenses incurred with travel to or from the leave location.

14.10.2.4. Use AF Form 988 for approved RAP participation when assigned to technical training or OTS base.

14.10.2.5. Attach the hometown recruiting squadron memorandum verifying RAP participation to the travel voucher or AF Form 988 to avoid being charged leave for these days.

14.10.3. OTS Personnel Section or Technical Training School MTM:

14.10.3.1. Get Training Squadron's and Training Commander's approval on application.

14.10.3.2. Send RAP applications to the recruiting squadron if applicant is taking leave en route.

14.10.3.3. Send RAP applications to the gaining unit commander when applicant assigned to technical training or OTS base before sending to recruiting squadron. If approved, applicant uses AF Form 988.

14.10.4. AFRS Squadron Commanders:

14.10.4.1. Approve requests for up to 12 days non-chargeable leave with leave en route or with leave approved by the gaining commander at the training or OTS base. **NOTE:** The MPF includes the authorization in the PCS orders if member is PCSing with leave en route.

14.10.5. Hometown AFRS Squadron Commanders:

14.10.5.1. Prepare memorandum documenting the actual number of days and dates of non-chargeable leave and ensure it is sent to the member to use as an attachment to the travel voucher or AF Form 988.

14.10.5.2. Terminate the member's participation and non-chargeable leave status as required for non-performance or when continuation is no longer beneficial to the Air Force. If this occurs, member is on chargeable leave status following the date of termination of RAP participation.

14.10.6. FSO. The FSO uses the AF Form 985, **Report of Travel Time/Leave (JUMPS)**, and the recruiting squadron memorandum verifying RAP participation to account for non-chargeable leave for members who took leave en route. For all other members, the FSO uses the AF Form 988 and the hometown recruiting squadron memorandum verifying RAP participation.

14.11. Air Force Academy Leave Program. The Superintendent of the United States Air Force Academy (USAFA) manages the leave programs for its faculty and staff and for newly commissioned officers upon graduation from the USAFA.

14.11.1. Graduation Leave. Graduation leave is non-chargeable leave for graduates of the Service academies.

14.11.1.1. The USAFA superintendent may authorize up to 60 days of non-chargeable leave, military requirements permitting.

14.11.1.2. Graduates take and complete graduation leave within 3 months after the member's graduation and before the member reports to the first PCS or port of embarkation for permanent duty outside the CONUS.

14.11.1.3. Graduates placed on TDY or hospitalized during the leave period may revert to leave status to complete the leave provided completion of the leave occurs within 3 months after graduation. In such cases, the activity having responsibility for the member when TDY or hospitalization occurs approves continuation of graduation leave status.

14.12. Personnel Detailed or Assigned to the United Nations (UN) for Peace Operations. Effective 1 Dec 94, personnel detailed or assigned to the UN for peace operations may take non-chargeable leave. Prior to 1 Dec 94, any leave taken was chargeable leave.

14.12.1. UN Non-chargeable Leave. UN Force commanders or chief military observers approve leaves for Air Force members within their geographic area of authority. Members:

14.12.1.1. May take UN non-chargeable leaves within the geographic area of the UN Force commanders' or chief military observers' authority.

14.12.1.2. Use the AF Form 988, annotate PTDY, and cite this paragraph as authority.

14.12.2. UN Pass:

14.12.2.1. UN Force commanders or chief military observers may grant passes for Air Force members within their geographic area of authority.

14.12.2.2. Members granted UN passes must stay within the geographic area of the UN Force commanders' or chief military observers' authority.

14.12.2.3. Document passes according to UN rules.

14.12.3. Leave or Pass Outside the UN Geographic Area.

14.12.3.1. Air Force members taking leaves or passes outside the UN Force commanders' or chief military observers' geographic area of authority are under the control of the US chain of command and are in a non-duty status.

14.12.3.2. Members are subject to US laws, directives, and instructions. In these occurrences:

14.12.3.2.1. The UN Force commanders or chief military observers and the US chain of command representatives approve leaves and passes.

14.12.3.2.2. Members use AF Form 988 for leave, annotate ordinary, and cite this AFI as authority in the Remarks section of Block 8. This is chargeable leave. PCS or TDY en route leaves and emergency leaves are also chargeable leaves.

14.12.3.2.3. The US chain of command representatives document passes in writing. Cite this paragraph as authority.

14.13. Educational Leave of Absence. An authorized educational leave of absence is a leave of absence for a period of not to exceed two years for the purpose of permitting the member to pursue a program of education. The Office of the Secretary of Defense authorizes educational leave of absences with effective dates and eligibility criteria. HQ USAF (Education & Training Division (DPDE) manages educational leaves of absence when approved by the Office of the Secretary of Defense. Members granted an educational leave of absence:

14.13.1. Will not schedule the educational leave of absence for more than 1 year from the date of approval.

14.13.2. Are charged leave for semester breaks and extended holiday periods if they do not return to duty during the semester breaks or holiday periods.

Section H— Special Order

15. Form Prescribed. AF Form 972, Request and Authorization for Emergency Leave Travel.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 5, United States Code, 6103, Holidays.

Title 10, United States Code:

701, Entitlement and accumulation.

704, Use of leave, regulations.

705, rest and recuperative absence for qualified enlisted members extending duty at designated locations overseas.

706, administration of leave required to be taken pending review of certain court-martial convictions.

707, payment upon disapproval of certain court-martial sentences for excess leave required to be taken.

876a, leave required to be taken pending review of certain court-martial convictions.

Title 32, United States Code (air national guard members on active duty for 30 or more consecutive days).

Title 37, United States Code:

411b, travel and transportation allowances in connection with leave between consecutive overseas tours.

411g, travel and transportation allowances incident to voluntary extensions of overseas tours of duty.

501, payment for unused accrued leave.

503, absence without leave or over leave.

Joint Federal Travel Regulations, Volume 1

DoD 7000.14-R, *volume 7A, Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, July 1996

DoD Directive 1327.5, *Leave and Liberty*, September 24, 1985, with changes 1-4

DoD 1332.18, *Separation or Retirement for Physical Disability*, November 4, 1996

DoD Directive 4515.13-R, *Air Transportation Eligibility*, November 1994

DoD Directive 5100.73, *Department of Defense Management Headquarters and Headquarters Support Activities*, November 12, 1996

AFH 41-114, *Military Health Services System (MHSS) Matrix*

AFI 16-109, *Foreign Area Officer Program*

AFI 24-101, *Passenger Movement*

AFI 24-405, *Department of Defense Foreign Clearance Guide*

AFI 33-360, volume 1, *Publications Management Program*

AFI 36-2102, *Preparation of Personnel Selected for Relocation—Base Level Procedures*

AFI 36-2306, *The Education Services Program*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*

AFI 36-3020, *Family Member Travel*

AFI 36-3022, *Transition Assistance Program*

AFI 36-3205, *Reserve Forces Procurement - Palace Chase or Palace Front*

AFI 36-3206, *Administrative Discharge Procedures*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 41-117, *Education Programs for Medical Service Officers*

AFI 44-102, *Professional Procedures*

AFI 65-103, *Temporary Duty Orders*

AFI 90-301, *The Inspector General Complaint Program*

AFI 91-213, *Operational Risk Management*

AFCAT 36-2223, *USAF Formal Schools*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

DFAS-DEM 177-373, volume II, chapter 7, *Unit Leave Procedures* (recently redesignated DFAS-DEM 7073.2)

DFAS-DER 7010-3, *Travel Transactions at Base Level* (formerly AFR 177-103)

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFPC/DPSFC—Air Force Personnel Center, Commanders' Programs Branch

AFRS—Air Force Recruiting Service

AFSVA—Air Force Services Agency

AFWCF—Air Force Working Capital Fund

ANG—Air National Guard

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ARC—American Red Cross

ASIF—Airlift Service Industrial Fund

CIC—Customer Identification Code

CLE—Continuing Legal Education

CONUS—Continental United States

COT—Consecutive Overseas Tour

CTO—Commercial Travel Office

DEROS—Date Eligible for Return from Overseas

DFAS—Defense Finance and Accounting Service

DFAS-DE—Defense Finance and Accounting Service - Denver Center

DJMS—Defense Joint Military Pay System

DoD—Department of Defense

EML—Environmental and Morale Leave

E.O.—Executive Order

ETS—Expiration of Term of Service

FOA—Field Operating Agency

FSO—Financial Services' Office

HOR—Home of Record

HQ AFRS—Headquarters Air Force Recruiting Service

HQ AFSVA—Headquarters Air Force Services Agency

HQ USAF—Headquarters United States Air Force

HQ USAF/DPDE—Headquarters United States Air Force, Education & Training Division

HQ USAF/DPR—Headquarters, United States Air Force, Directorate of Personnel Resources

HQ USAF/DPRC—Headquarters United States Air Force, Legislation & Compensation Division

HQ USAF/DPRCC—Headquarters, United States Air Force, Compensation Policy Branch

HQ USAF/HC—Headquarters United States Air Force, Chief of Chaplains

HQ USAF/SG—Headquarters United States Air Force, Surgeon General

IPCOT—In-place Consecutive Overseas Tour

JFTR—Joint Federal Travel Regulation

MAJCOM—Major Command

MPF—Military Personnel Flight

MTF—Medical Treatment Facility

MTM—Military Training Manager

O&M—Operational and Maintenance

ORM—Operational Risk Management

OTEIP—Overseas Tour Extension Incentive Program

PCS—Permanent Change of Station

PERSCO—Personnel Support for Contingency Operations

POD—Port of Departure

PTDY—Permissive Temporary Duty

R&R—Rest and Recuperation

RAP—Recruiter Assistance Program

RNLTD—Report Not Later Than Date

SAF-IA/AFAAO—Deputy Under Secretary of the Air Force International Affairs/Air Force Attache Affairs Office

SAF/PAC—Secretary of the Air Force Public Affairs Community Relations

SI—Seriously Ill

SLA—Special Leave Accrual

SPD—Separation Program Designator

SR&R—Special Rest and Recuperation

SSN—Social Security Number

TDN—Travel as Directed Is Necessary in the Military Service

TDY—Temporary Duty

TMO—Traffic Management Office

UN—United Nations

US—United States

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

U.S.C.—United States Code

VA—Veterans' Administration

VSI—Very Seriously Ill

Y2—30-day special rest and recuperation leave

Y3—15-day special rest and recuperation leave

Attachment 2

IC 98-1 TO AFI 36-3003, MILITARY LEAVE PROGRAM

15 DECEMBER 1998

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which establishes a 10-day limitation for non-consecutive overseas tour (COT) leave en route (paragraph 14.3.). See the last attachment of the publication, IC 98-1, for the complete IC. A star (*) indicates revision from the previous edition.

14.3. Determining Deferred COT and Using the IPCOT or COT Entitlement.

14.3.1. Review the member's PCS orders. The orders should contain the authorization to defer the COT entitlement and the authorization (if applicable) to take leave (non-COT) en route. The losing commander is the approval authority to approve the deferred COT entitlement and non-COT leave en route. If there is no authorization to defer the COT entitlement on the orders, consider the COT entitlement used. If the orders authorize deferred COT, check with the FSO to determine the number of days leave en route taken. Effective 1 Dec 98, the non-COT leave en route cannot exceed 10 days. If the member took at least 11 days leave en route, consider the COT entitlement used.

14.3.1.1. This is not applicable to members who did not traverse the CONUS on PCS. Members not traversing the CONUS are authorized to defer their own COT leave travel. The deferral is not on the PCS orders. For example, members going PCS from Ramstein AB GE to Lakenheath AB UK or from Eielson AFB AK to Elmendorf AFB AK.

14.3.2. If the authorization for the deferred COT entitlement is on the orders but the FSO determines member took more than 10 days non-COT leave en route, consider the COT entitlement used. The member may request reinstatement of the entitlement by submitting a request for a review of his or her circumstances to HQ USAF/DPRC through command channels. If the leave en route exceeds the 10-day limitation due to reasons beyond the member's control, the member may request a review of his or her circumstances. The member must submit a written request through the chain of command to HQ USAF/DPRC, 1040 Air Force Pentagon, Washington DC 20330-1040. If the determination is made that the member did not use the deferred COT leave travel entitlement, the member will be required to reimburse the government for PCS COT leave travel payments made on the PCS voucher. *NOTE:* The member must request the waiver prior to the one year COT leave travel time limit. The one year time limit is set by statute and cannot be waived.